

**WEST KIRBY  
EDUCATIONAL TRUST**

A charity changing children's lives



# Candidate Information Pack

*For The Role Of:*

## Speech & Language Therapy Assistant

Closing Date For Applications:

**Friday 19<sup>th</sup> December**







 **WEST KIRBY SCHOOL**  
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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# ABOUT OUR TRUST

## Our dedicated staff are committed to 'Changing children's lives, building better futures'.

West Kirby Educational Trust is a trust made up of two schools, Acre View Primary School and West Kirby School and College.

West Kirby School started as a Convalescent Home for children in the 1800s, became a Boarding School in 1905, and in 1979 the school's name was changed to West Kirby Residential School. Gradually, more and more of the children became day pupils therefore the name was changed again to West Kirby School and College. In August 2024 the residential provision was closed.

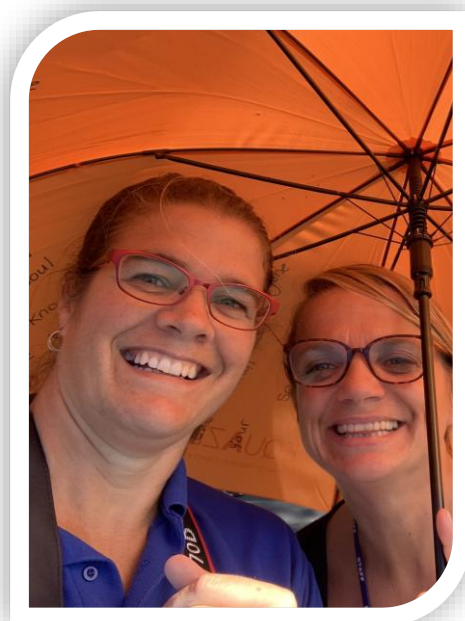
Acre View Primary School was opened in the summer of 2024. The building was a former Nursing Home and is now being used to help young children blossom into kind and respectful young people.

As non-maintained special schools, West Kirby School & College and Acre View Primary School caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave school with **academic accreditations**, together with developed **social**, **emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills**, **personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Liverpool and Chester with their wealth of art, culture and history are within easy reach.



# WELCOME FROM OUR CEO



Dear Candidate,

I am delighted that you are interested in joining West Kirby Educational Trust as a **Speech & Language Therapy Assistant**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby Educational Trust, 2 non-maintained special schools, with our first school West Kirby School and College initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today, and opened a further school in Sefton. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a Charity, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment**, **culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As CEO of WKET, I would be delighted to welcome you to the Charity to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

**Ms Sian Thomas**  
**CEO**

# EMPLOYEE BENEFITS

## Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

## School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

## Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

## Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

# ROLE OVERVIEW & APPLICATION PROCESS

## **West Kirby Educational Trust is seeking to appoint a dedicated Speech & Language Therapy Assistant**

**Closing Date For Applications: Friday 19<sup>th</sup> December**

**Salary: £22,695.83 - £25,516.78 (pt 18 – pt 21)**

**Contract: Permanent, term time only**

**Hours: 4 days a week, 28.75 hours**

### **Role Overview:**

We are seeking an enthusiastic Speech and Language Therapy Assistant to work as part of a team alongside Speech and Language Therapists, OT, PCT, Clinical Psychologist, Medical and Education staff to support the acquisition and development of social communication skills for children with SEND.

The post holder will be responsible for screening the skills of children and developing, delivering and monitoring plans to enable progress. Under the guidance of a Speech and Language Therapist they will deliver specific programmes as a result of specialist assessment.

The Speech and Language Therapy assistant will liaise effectively with other professionals and parents/carers to ensure continuity of care and effective progress

### **Application Process:**

Application forms and further information can be found via the school website: [www.wkrs.co.uk](http://www.wkrs.co.uk) or contact [recruitment@wkrs.co.uk](mailto:recruitment@wkrs.co.uk). **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

# PERSON SPECIFICATION

## Person Specification – Speech & Language Therapy Assistant

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> <li>Level 2 qualification in a related area of expertise e.g.:               <ul style="list-style-type: none"> <li>ELKLAN</li> <li>Social Communication</li> </ul> </li> <li>GCSE English &amp; Maths at Grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Higher level qualification in related area of expertise e.g.:               <ul style="list-style-type: none"> <li>ELKLAN</li> <li>Social Communication</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant's Certificates</li> </ul>
Skills & Experience	<ul style="list-style-type: none"> <li>Good communication and time management skills</li> <li>Ability to effectively prioritise work and work towards outcomes</li> <li>Good problem solving skills and ability to be flexible</li> <li>Excellent record keeping and report writing skills</li> <li>Ability to establish and maintain good working relationships</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>



# PERSON SPECIFICATION (Cont.)

Person Specification – Speech & Language Therapy Assistant <div>             West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.           </div>			
	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Skills &amp; Experience (cont.)</b>	<ul style="list-style-type: none"> <li>Experience working with children with SEND</li> <li>Computer literate</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Sound knowledge of the fundamentals of social communication</li> <li>Knowledge of child development</li> <li>Knowledge of producing outcome focused plans</li> <li>Knowledge of SEND</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of sensory integration and the impact this has on children</li> <li>Knowledge of Education Health Care Plans</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>
<b>Personal Competencies &amp; Qualities</b>	<ul style="list-style-type: none"> <li>Motivation to work with children who present with complex needs</li> <li>Work with a child centred approach</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION (Cont.)

Person Specification – Speech & Language Therapy Assistant <div>             West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.           </div>			
	Essential <div>These are qualities without which the applicant could not be appointed</div>	Desirable <div>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</div>	Method of Assessment
Personal Competencies & Qualities	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Sense of humour</li> <li>• Patience</li> <li>• Ability to work as part of a team</li> <li>• Willingness to undertake PRICE training</li> </ul>		

# JOB DESCRIPTION

## Job Description – Speech & Language Therapy Assistant

West Kirby Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Summary of The Role:

To work as part of a team alongside Speech & Language Therapists, OT, PCT, Clinical Psychologist, Medical and Education staff to support the acquisition and development of social communication skills for children with SEND.

The post holder will be responsible for screening the skills of children and developing, delivering and monitoring plans to enable progress.

Under the guidance of a Speech & Language Therapist they will deliver specific programmes as a result of specialist assessment.

They will liaise effectively with other professionals and parents/carers to ensure continuity of care and effective progress.

### Line Management Responsibility to:

Speech & Language Therapist

### Main Duties & Responsibilities:

#### Clinical Duties:

- Use a variety of screening tools/observations to baseline social and communication skills of children referred to SaLT.
- Develop and deliver outcome focused plans with specific timescales to enable progress towards the acquisition and development of skills.
- Monitor and record progress towards outcomes and feedback to relevant professionals and parents/carers.
- Deliver programmes which have been developed by a Speech & Language Therapist as a result of specialist assessment. Monitor and report progress to the Speech & Language Therapist.
- Ensure provision in place meets the requirements of provision detailed within an individual child's Education Health Care Plan.
- Contribute to the Annual Review process through report writing and the attendance at meetings as required.
- Contribute to the setting, monitoring and reviewing of targets for Individual Education Plans.
- Ensure children take an active part in the setting of targets and they are informed about their progress and their outcomes.
- Provide a broad range of targeted interventions, using resources effectively and purposefully (working 1:1 or in small groups), tailoring support to meet pupils' social communication needs, learning styles, motivators, and personal priorities.



# JOB DESCRIPTION (Cont.)

Duties & Responsibilities (Cont.):	<p><b>Professional Duties:</b></p> <ul style="list-style-type: none"><li>• Take responsibility for maintaining continual professional development through accessing external training, supervision and keeping up to date with new initiatives and research.</li><li>• Establish positive working relationships with other professionals in school and external professionals.</li><li>• Work collaboratively with clinical, education and care staff across the school.</li><li>• Provide advice and training as required to colleagues to support their understanding of the needs of the children receiving SaLT support/intervention.</li><li>• Effectively manage a caseload of children, establishing clear criteria for on-rolling and off-rolling.</li><li>• Contribute to the Pupil Support Panel referral process in school as required.</li><li>• Maintain a high standard of professionalism at all times when working with colleagues, parents/carers and children, following the West Kirby Code of Conduct.</li><li>• Adhere to school safeguarding procedures and complete all safeguarding training and updates in line with statutory requirements.</li><li>• Report to the Speech &amp; Language Therapist and Clinical Services Lead</li></ul> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"><li>• Ensure all activities and equipment used are effectively risk assessed, with comprehensive risk assessments compiled and updated regularly (seeking and obtaining professional guidance when needed).</li><li>• Follow all school Health &amp; Safety guidance.</li><li>• Keep up to date with Health &amp; Safety guidance and protocol related to the activities, practice and equipment used, undergoing any training as required.</li></ul> <p><b>Other Duties:</b></p> <ul style="list-style-type: none"><li>• Undertake other reasonable duties commensurate with the role, as directed from time to time by the line manager, Headteacher or CEO.</li></ul>
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**Acre View Primary School**

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