



GREENBANK HIGH SCHOOL

RECRUITMENT PACK

SEND TEACHING ASSISTANT (TA2)

Southport
Learning
Trust



Inspire Care Achieve

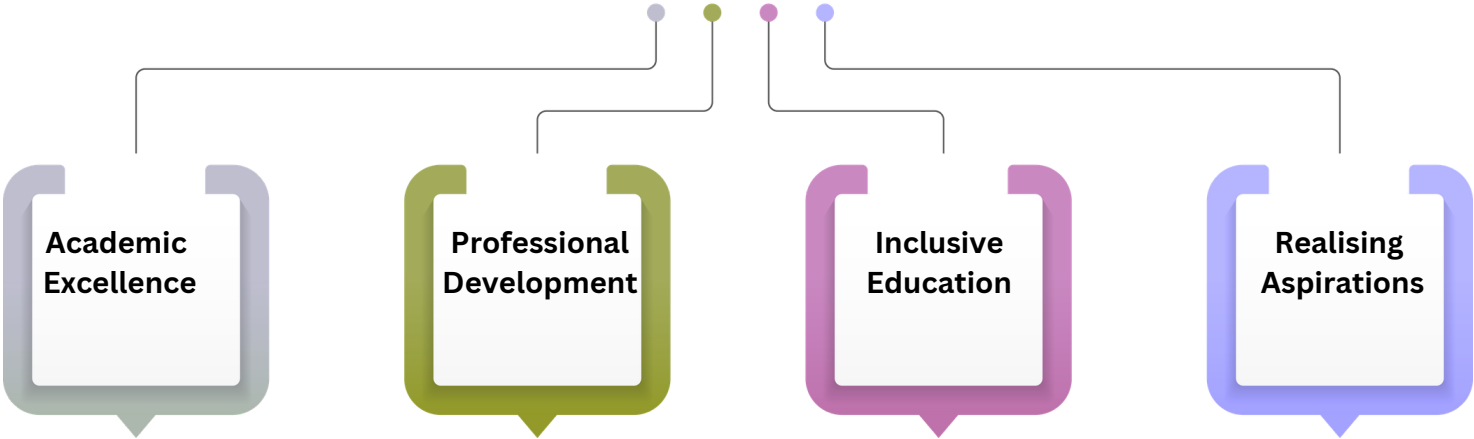
WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary, Merefield School and Bedford Primary School.*



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.



Academic Excellence

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

Professional Development

‘Professional Improvement is school improvement’. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Inclusive Education

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Realising Aspirations

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD



WHY SOUTHPORT?

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.



**EMPOWERING OUR COMMUNITIES TO
POSITIVELY IMPACT THE WORLD**

EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

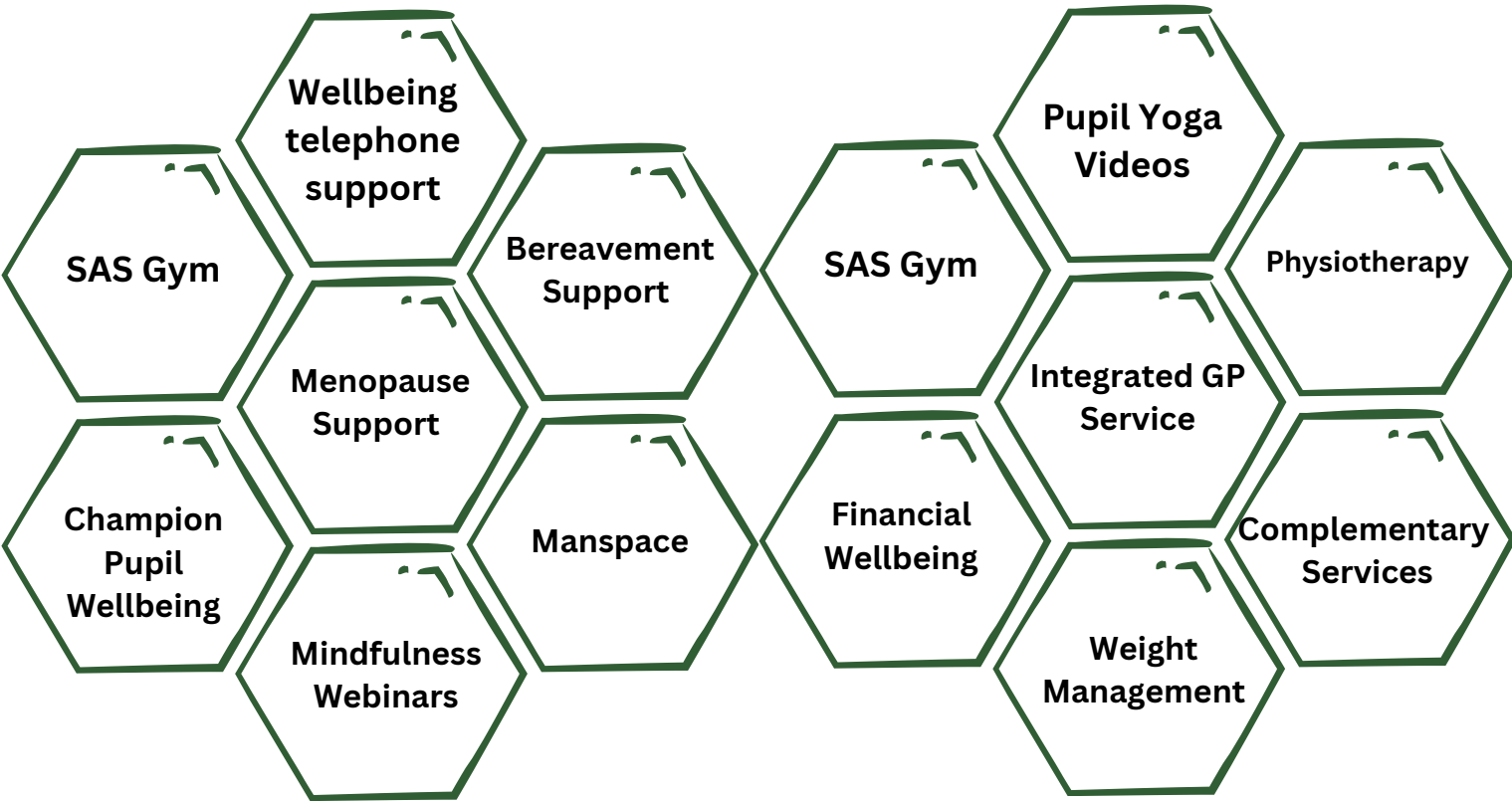
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.



School Wellbeing

LEARN MORE

As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



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WELCOME

It is with great pleasure that I introduce you to Greenbank High School, a high achieving, all girls school.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skill set for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to *inspire* our students through learning both inside and outside the classroom, *care* for individual pastoral needs and *achieve* the highest academic standards.

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We are looking for an enthusiastic person to join our experienced team who, under the direction of the SEND Co-ordinator will support those who require help with their learning, providing specific support to pupils, providing 1:1 support to pupils based on their individual needs, ensuring their safety whilst supporting access to learning activities.

I am very proud of the school, its pupils, staff and governors.

We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

We have a strong safeguarding culture and will expect you to share this commitment.

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Jenny Matthews, via recruitment@greenbankhigh.co.uk 01704 567591 ext 124

We look forward to receiving your application

Davina Aspinall
Headteacher



INSPIRE - CARE - ACHIEVE



APPLICATIONS

CONTRACT: Fixed term 30 hours per week (Monday to Friday) Term time, Fixed term contract until August 2027 in the first instance

CLOSING DATE: 9AM MONDAY 28TH SEPTEMBER 2026

INTERVIEW DATE WEEK COMMENCING 28TH SEPTEMBER 2026

SALARY: NJC GRADE D, POINT 5 £18,025 PER ANNUM (BASED ON FTE OF £25,583)

START DATE: ASAP

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an Enhanced Disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying this post is except from the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

The Trust may carry out an online search on shortlisted candidates as part of our due diligence and in line with Keeping Children Safe in Education. This may help identify incidents or issues that have happened and are publicly available online, which we may wish to explore with you at interview.

Prospective candidates are encouraged to submit their applications at the earliest opportunity. All applications must be completed online via the designated application portal. Please note that paper applications will not be accepted.

Applicants should select the “**Apply Now**” option and ensure that the online application form is completed in full. It is essential that all details are accurate and that all required declarations are appropriately signed.

Candidates are required to complete a supporting statement within the online application form. This statement should clearly and concisely outline your relevant experience, the contributions you can make to the role, and any particular strengths or areas of expertise you wish to highlight. The supporting statement must be tailored to the specific post and should be a minimum of 1,000 words.

Please ensure that your employment history is fully accounted for, with no unexplained gaps in your career timeline.

You must provide the details of two professional referees. One referee must be your current or most recent employer, where applicable. If you are currently employed within a school setting, one of your referees must be your Headteacher.

CVs will not be considered

JOB DESCRIPTION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

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Job Purpose:

Under the direction of the SEND Co-ordinator and/or as directed and taking into account the practices and procedures of the school, the Teaching Assistant will support those who require help with their learning.

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- To work to the SEND Code of Practice at all times.
- To provide specific support to pupils based on their individual needs, ensuring their safety whilst supporting access to learning activities.
- To work closely with EHCP and High Needs students
- To deliver any therapy/support/interventions as advised by outside professionals.
- To provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- To maintain confidentiality of pupils' personal and family details.
- To be involved in planning individual programmes of work with class teachers and SEN Co ordinator.
- To enable and assist SEND pupils in preparing and organising class work.
- To provide an understanding and interpretation of class teachers' requirements to enable SEND pupils to make progress during lessons.
- To assist and support basic skills practice.
- To collate and prepare learning materials in conjunction with class teacher or SEND Coordinator.
- To support and assist pupils in taking notes.
- To support pupils in special arrangements for internal and external examinations.
- To carry out any other duties of a similar nature as directed.
- To participate in appropriate staff training and/or meetings.
- To participate in performance management.
- To maintain TA planner to assist SEND Co-ordinator with monitoring of SEND pupils' progress.
- To participate in out of school activities to assist SEND pupils.

Additional Responsibilities

- To adhere at all times to professional business standards of dress, courtesy and efficiency.
- To attend subject and staff meetings.
- To uphold the school's Behaviour for Learning Policy.
- To be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- To work collaboratively with other schools as an employee of the Southport Learning Trust.
- First Aider at work

INSPIRE - CARE - ACHIEVE

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We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.

Note: This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary. School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

This job description is subject to change with the agreement of the post holder.

PERSON SPECIFICATION

Specification		Evidence
Qualifications / Training	• CACHE, or equivalent, TA qualification • Numeracy and literacy skills - Level 2 or above	Desirable Desirable
Abilities and Competence	• Competence in the use of IT • High standard of organisation • Empathy with all pupils • Good communication skills • Ability to use initiative • Ability to work independently • Ability to work as part of a team • Good interpersonal skills • Willingness to develop subject knowledge	Desirable Essential Essential Essential Essential Essential Essential Essential Essential
Commitment	• Commitment to INSET training • Commitment to professional standards • Commitment to ethos of school	Essential Essential Essential
Experience	• Appropriate training or recent work experience	Desirable
Equal Opportunities	• Understanding a different social background of pupils • Understanding the needs of pupil and the appropriate strategies to support them	Essential Essential



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