



# WEST KIRBY SCHOOL & COLLEGE

*Changing Children's Lives*

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## Candidate Information Pack

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*For The Role Of:*

### Assistant Psychologist

Closing Date For Applications:  
**9am 3<sup>rd</sup> May 2024**





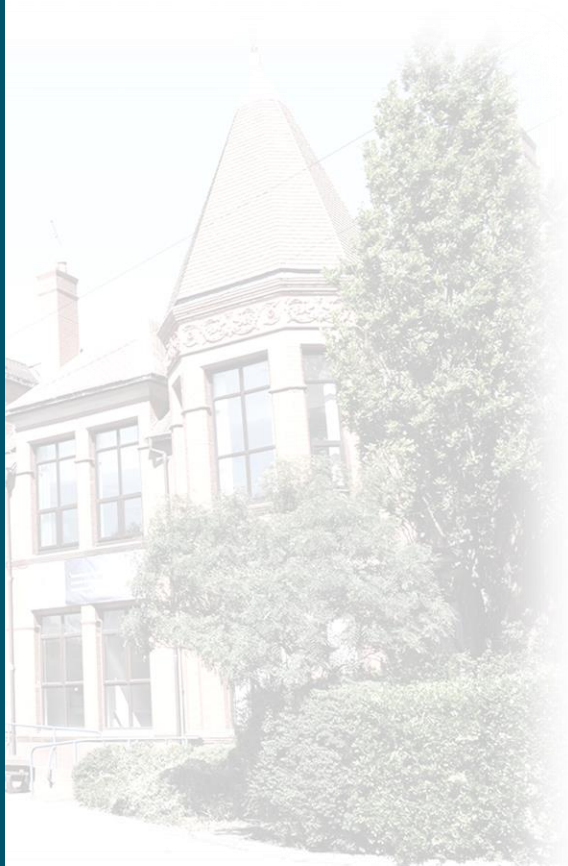


 WEST KIRBY SCHOOL  
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

# Contents

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ABOUT OUR SCHOOL	04
WELCOME FROM OUR CEO & PRINCIPAL	05
EMPLOYEE BENEFITS	06
THE ROLE	
Role Overview & Application Process	07
Person Specification	08
Job Description	10





# ABOUT OUR SCHOOL


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

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.


As a non-maintained special school, West Kirby School and College 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 West Kirby School and College 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.



Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.



The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.

# WELCOME FROM OUR CEO & PRINCIPAL



## Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as an **Assistant Psychologist**

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

Welcome to West Kirby School and College, a non-maintained special school 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. 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 team, 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 Principal of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

*Sian*

Miss Sian Thomas  
CEO & Principal



# EMPLOYEE BENEFITS

## Looking after you and your health

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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**

... And after 6 months of employment and membership of Benenden, you can:

- ✓ 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**

## Looking after you and your family in the difficult times

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All employees are enrolled (free of charge) into our **Group Life Assurance Scheme**. 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

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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.

## Building your capability

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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**.

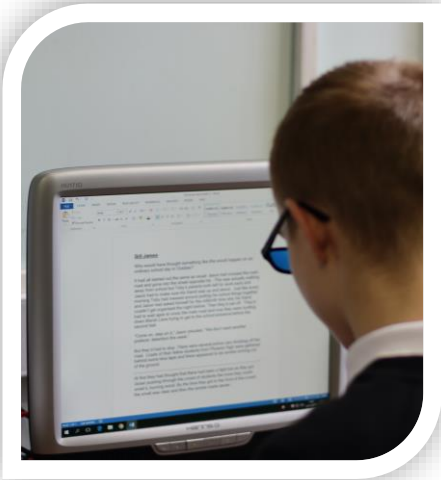
# ROLE OVERVIEW & APPLICATION PROCESS

## West Kirby School & College is seeking to appoint a dedicated Assistant Psychologist

**Closing Date For Applications: 3<sup>rd</sup> May 2024**

**Salary: £29,596.56 - £32,365.87 (pt 23 – pt 25)**

**Contract: Permanent, 35 hours, 44.6 weeks**



### Role Overview:

West Kirby School and College have an exciting opportunity for a motivated and dedicated Assistant Psychologist to join our multi-disciplinary team to provide an applied psychology service to pupils, staff and parents/carers under the supervision of the Clinical Psychologist.

You will be implementing strategies and techniques that are grounded in psychological and educational theory and principles in order to promote inclusion and maximise the achievement of young people.

You will enjoy working with children and young people whilst striving to help with their wellbeing and supporting their families and other staff to promote a supportive and inclusive environment.

### 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 – Assistant Psychologist

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

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	<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>Qualifications</b>	<ul style="list-style-type: none"> <li>Honours degree in Psychology or equivalent.</li> <li>Entitlement to graduate membership of the British Psychological Society.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent and relevant professional development undertaken</li> <li>Additional qualification in related specialist field e.g., counselling.</li> <li>Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's certificates.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Awareness of current issues affecting clinical psychology and how these might impact on the profession.</li> <li>Knowledge of recent and relevant educational legislation including related regulations and guidance.</li> <li>Knowledge of psychological theories and evidence as applied in education and clinical settings.</li> <li>Knowledge of child development and how progress can be impacted by intrinsic and environmental factors and the effects of disability on learning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children/young people aged 0 – 19.</li> <li>Experience of working in an educational setting.</li> <li>Successful development and delivery of training to others.</li> <li>Experience of project work/research.</li> <li>Experience of work with children or young people with additional and/or complex needs.</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 – Assistant Psychologist

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

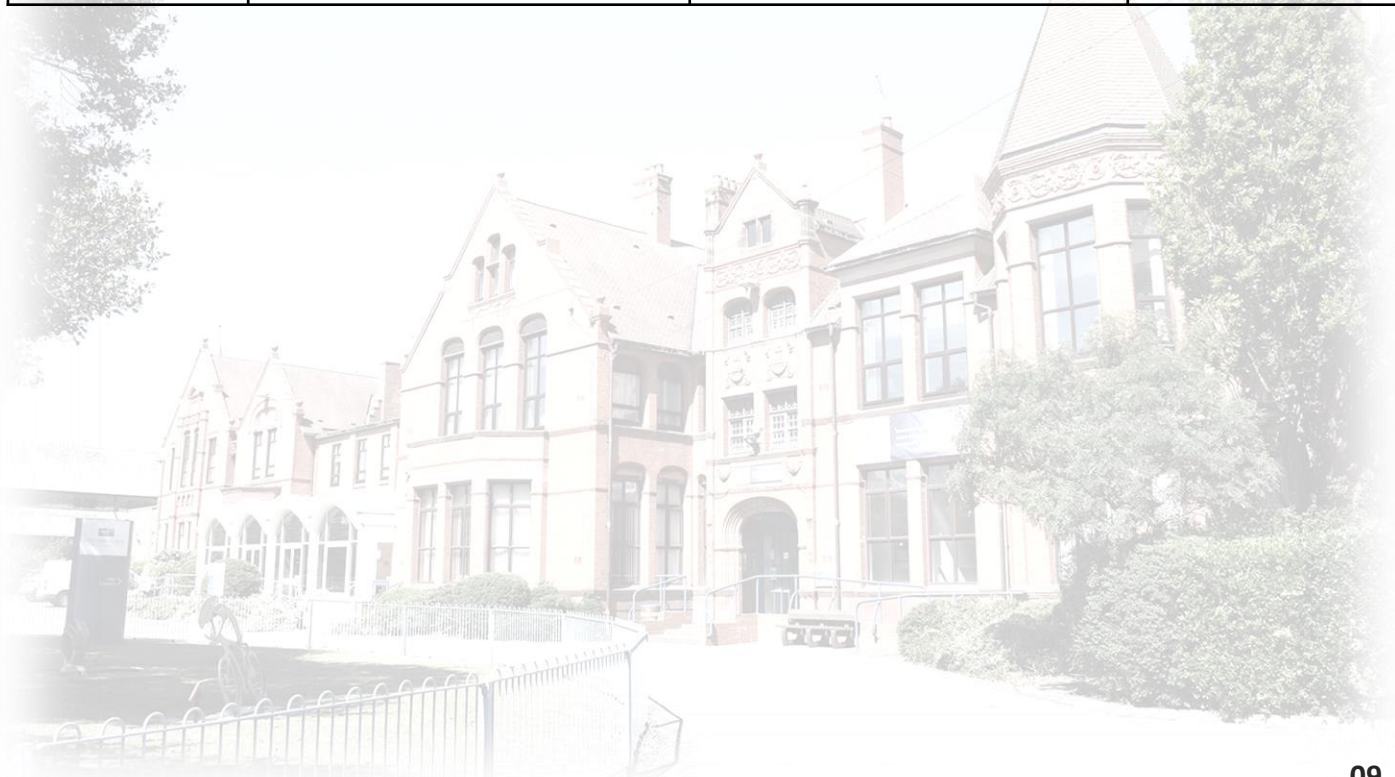
	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Knowledge and Experience (Cont.)</b>	<ul style="list-style-type: none"> <li>• Paid or voluntary work experience in a public facing role, where working with people is essential.</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Clear and concise oral and written communication skills.</li> <li>• Ability to plan, prioritise and manage workload from a variety of sources while maintaining a high standard of quality and working under time constraints.</li> <li>• Ability to work collaboratively with a wide range of colleagues.</li> <li>• Ability to communicate with children and young people across age range and abilities.</li> <li>• Ability to reflect on one's own practice.</li> <li>• Good self-management skills.</li> <li>• Ability to understand and apply professional codes of conduct.</li> <li>• Ability to plan, deliver and evaluate interventions and research.</li> <li>• Commitment to promoting equal opportunities and a neuro-affirming environment with awareness of the impact of diversity on life opportunities</li> <li>• Commitment to personal and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience in the use of Microsoft Office or equivalent to undertake word processing and data input.</li> <li>• Ability to demonstrate resilience and the capacity to manage change.</li> <li>• A good understanding of research methodology and statistics.</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 –

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

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	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	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An ability to interact effectively with staff from all disciplines.</li> <li>• An ability to interact with people with mental health difficulties or disabilities and enthusiasm in doing so.</li> <li>• Ability to accept and use supervision appropriately and effectively.</li> <li>• Good sense of humour.</li> <li>• A problem-solving approach, coupled with a natural sense of curiosity and innovation.</li> <li>• Must enjoy working with people.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in working with neurodivergent children and young people with mental health difficulties and other conditions.</li> <li>• A desire to explore a career in Clinical/Educational Psychology.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>





# JOB DESCRIPTION

## Job Description– Assistant Psychologist

West Kirby School and College 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 join a multi-disciplinary team to provide an applied psychology service to pupils, staff and parents/carers at West Kirby School and College under the supervision of the Clinical Psychologist. To implement strategies and techniques that are grounded in psychological and educational theory and principles in order to promote inclusion and maximise the achievement of young people.

### Line Management responsibility to:

Clinical Psychologist.

### Main duties & Responsibilities:

#### Key Responsibilities:

- To work collaboratively with school staff and parents/carers.
- To identify and find solutions to the concerns raised in promoting children's development, learning and appropriate behaviour.
- To support the clinical team and PCT in providing a professional service to staff, children and their families.
- To implement assessments and interventions that are grounded in psychological and educational theory and principles in order to promote inclusion and maximise the achievement of young people.
- To work within the framework if the SEND Code of Practice.
- To undertake collaborative work with the Clinical Psychologist, pupils, parents, teachers and other professionals in accordance with LA and Service procedures and practice.
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the Clinical Psychologist.
- To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Board policies.
- To be responsible for maintaining confidential records on children and young people, families and work settings and for confidential information disclosed by other agencies in line with school policy.
- To develop professional skills and knowledge and feedback to the Clinical Psychologist.
- To use research and evidence based practice in order to promote change within individual and groups through the application of psychological knowledge of child and adolescent development and specialist knowledge of special educational needs.
- To provide training to schools, settings, parents, carers and other staff in order to support their capacity to meet the needs of children and young people.

# JOB DESCRIPTION (Cont.)

## Duties & Responsibilities (Cont.):

- To assist in the coordination and running of therapeutic groups.
- To attend and contribute to appropriate multi-disciplinary meetings.
- To keep up to date with the latest research and evidence-based interventions in order that West Kirby School and College remains innovative and forward thinking in its approach to delivering positive outcomes for children and young people.
- To undertake other such duties appropriate to an Assistant Clinical Psychologist as may be required.
- Be adaptable to changes in the work context.
- To be responsible for ensuring that any concerns in relation to safeguarding and/or child protection are reported to the designated person in line with Local Authority Child Protection procedures. It is an expectation of the post that Child Protection training will be undertaken.

### Teaching, Training and Supervision:

- To receive regular clinical supervision in accordance with professional practice guidelines.
- To gain wider experience of professional psychology within the principal serviced area where the postholder is employed.
- To develop skills and competencies that assist in the delivery of current duties.
- To assist qualified professional psychologists in the delivery of teaching, training or support to staff.

### Research:

- To assist in the design and implementation of research projects.
- To undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.
- To undertake searches of evidence-based literature and research to assist qualified clinical psychologists in evidence-based practice in individual work and work with other team members.







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