

**WEST KIRBY  
EDUCATIONAL TRUST**

A charity changing children's lives



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# Candidate Information Pack

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*For The Role Of:*

**Speech & Language  
Therapist  
(Maternity Cover)**





 **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 Therapist**

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!

## 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 Aviva. After 6 months of employment, and through Aviva, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**

## 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**.

## 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 Maternity Cover Speech & Language Therapist

**Salary:** £34,324.16 – £39,670.81 (23 – 27)

**Contract:** Maternity cover until March 2027, working term time only (44.6 weeks)

**Hours:** 37 hours per week (part time working possible, with flexibility on working pattern)

### Role Overview:

As a member of the Speech & Language Therapy team you will provide a highly specialised clinical service to children/young people with SCLN, ASC and a range of other special needs in a special school setting. You will ensure the SaLT Department puts in place effective provisions and interventions for children and young people. You will assist in the direction and leadership of the Speech & Language Department.

You will be predominantly based at West Kirby School, with a requirement to be able to go to Acre View as an when needed.

### 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 Therapist

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.

	<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>• Qualification i.e. degree in Speech &amp; Language Therapy, which gives licence to practice</li> <li>• Registered member of RCSLT and HCPC</li> <li>• Drivers licence</li> </ul>	<ul style="list-style-type: none"> <li>• PECS</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leading a team</li> <li>• Working with children/young people with SEN, particularly those on the Autism Spectrum</li> <li>• Working with children/young people with receptive and/or expressive language difficulties</li> <li>• Differential diagnosis; formulation of therapy plans; providing appropriate intervention(s); evaluating outcomes</li> <li>• Carrying out formal and informal assessments and observations</li> <li>• Report writing</li> <li>• Using Autism specific strategies/approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Joint working with education staff in a classroom environment</li> <li>• Working with children/young people with SEMH e.g., attachment and trauma, anxiety</li> <li>• Delivering training</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 Therapist

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.

	<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</b>	<ul style="list-style-type: none"> <li>• Able to provide rationales for interventions from evidence based practice and individual need</li> <li>• Understand and promote holistic approach</li> <li>• Understand the difficulties of motivating young people with low self-esteem and high anxiety</li> <li>• Have an understanding of ASC and possible co-occurring diagnoses</li> </ul>	<ul style="list-style-type: none"> <li>• How SCLN impacts the development of functional skills – and how this can be supported</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effectively manage a personal caseload</li> <li>• Relate theory to practice</li> <li>• Initiative, problem solving skills</li> <li>• Approach therapy with creativity and flexibility</li> <li>• Excellent communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of planning and developing group/class interventions</li> <li>• Support others in working with children/young people e.g., providing (indirect) intervention programmes, advice</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 Therapist

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.

	<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 (cont.)</b>	<ul style="list-style-type: none"> <li>• Clear written and spoken English</li> <li>• Good organisational skills</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 Attributes</b>	<ul style="list-style-type: none"> <li>• Emotional resilience in working with children/young people who may present with behaviours which challenge</li> <li>• Ability to work as a team and independently</li> <li>• Sense of humour</li> <li>• Patience</li> <li>• Ability to build good relationships with pupils, teaching staff, parents and carers- whilst maintaining appropriate boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> <li>• Passionate about maximising each child's potential</li> <li>• Enthusiasm, ability to motivate others, and promote positive behaviour in a nurturing environment</li> <li>• Willingness to become involved in all aspects of school life</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 – Speech & Language Therapist

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.

<p><b>Summary of The Role:</b></p>	<p>You will be a member of the Speech &amp; Language Therapy team; providing a highly specialised and clinical service to children/young people with SCLN, ASC and a range of other special needs in a special school setting. You will work under the leadership of the Head of Department, alongside Speech &amp; Language Therapy colleagues and report to the Head of Inclusion and Clinical Services.</p>
<p><b>Line Management Responsibility to:</b></p>	<p>Head of Inclusion and Clinical Services</p>
<p><b>Main Duties &amp; Responsibilities:</b></p>	<p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young people for who you are responsible and with whom you come into contact with</li> <li>• To carry a personal caseload and be responsible for managing the assessment; treatment; implementation and documentation (including target setting and evaluating outcomes) of Speech and Language Therapy interventions</li> <li>• To provide Speech &amp; Language Therapy specialist assessment/observations, recommendations and interventions – using differential diagnosis, clinical reasoning, prioritisation, demonstrating critical thinking, reflection and analysis</li> <li>• To write, implement and evaluate measurable targets and interventions for pupils</li> <li>• To demonstrate clinical effectiveness, underpinned by the use of evidence based practice and outcome measures</li> <li>• Use sound clinical reasoning skills, to analyse and interpret assessment findings in order to help establish appropriate goals and integrate these appropriately into interventions, advice/recommendations, IEP's and EHCP's</li> <li>• To be responsible for the review and discharge of pupils</li> <li>• Participate with collecting and submitting timely caseload data</li> <li>• Provide advice/recommendations, targets, resources, or other pupil specific information for others to follow</li> <li>• To model and demonstrate specific approaches, strategies or therapeutic techniques to others</li> <li>• Work collaboratively with all staff in order to ensure Speech &amp; Language Therapy is embedded within the school and integrated into curriculum planning, IEP targets and delivery</li> </ul>

# JOB DESCRIPTION (Cont.)

## Duties & Responsibilities (Cont.):

- To be aware of all departmental and professional standards required. To strive to achieve these standards in all work carried out, and to inform senior staff if difficulties should arise
- To communicate with pupils, parents/carers and other professionals in a clear and concise manner
- Refer on to other services where appropriate, ensuring consent is obtained.
- Liaise with outside agencies as appropriate; providing professional advice and feedback
- To work collaboratively with education staff
- To write comprehensive reports for pupils, as required. To attend and contribute to Annual Review meetings and other pupils meetings, as required.
- To maintain contemporaneous case notes and clinical records.

### **Personal and Professional Development:**

- Assist the Lead SaLT in the direction and leadership of the Department
- Access Clinical Supervision and demonstrate reflective practice.
- To be accountable for own professional actions and recognise own professional boundaries, seeking advice and (Specialist) support where necessary.
- Maintain up-to-date Health and Care Professions Council and Royal College of Speech and Language Therapists registration; working to their standards of proficiency., conduct, performance and ethics
- Demonstrate commitment to continuous professional development and acquisition of up-to- date skills and knowledge. Participate in the planning, organising and delivering of training.
- Participate in the school's appraisal/performance management process.
- Attend staff meetings, as required
- Support other less experienced members of the team to develop their clinical and case management skills and to resolve problems
- To support the Department in facilitating university students in clinical placements, as required.

### **General:**

- To be aware that pupils may not be able to co-operate or comply in an activity and may present with behaviour that challenges. To form productive relationships with pupils who may be under stress and/ or have complex social, emotional or language difficulties – and motivate them to engage.
- To potentially work with pupils in Primary, Secondary and Post 16 and residential settings.

# JOB DESCRIPTION (Cont.)

## Duties & Responsibilities (Cont.):

- To provide an environment which optimises pupil learning and enables them to reach their potential; maximising their academic , social, emotional, language, communication and independence skills
- To complete admin tasks within the team which will aid with the smooth-running of the Speech and Language Therapy Department.
- To carry out other duties as may be reasonably required; compatible with the post and commensurate with its seniority, so as to meet the changing demands of the school. You may be asked to undertake such other duties at the discretion of the SENCO or Principal.
- Adhere to school policies and procedures
- Maintain confidentiality in line with legislation
- To deal with complaints in a professional manner and that which follows protocol
- To be aware of, and implement Health and Safety Regulations – such as risk assessment.



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