



# MEOLS COP HIGH SCHOOL

**RECRUITMENT PACK**  
**TEACHING ASSISTANT  
(TA2)**

Southport  
Learning  
Trust



# 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 and Bedford Primary School.*

WATCH VIDEO



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.

Southport  
Learning  
Trust



Academic  
Excellence

Professional  
Development

Inclusive  
Education

Realising  
Aspirations

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 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.

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.

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?

PhotoHo

**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.



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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.

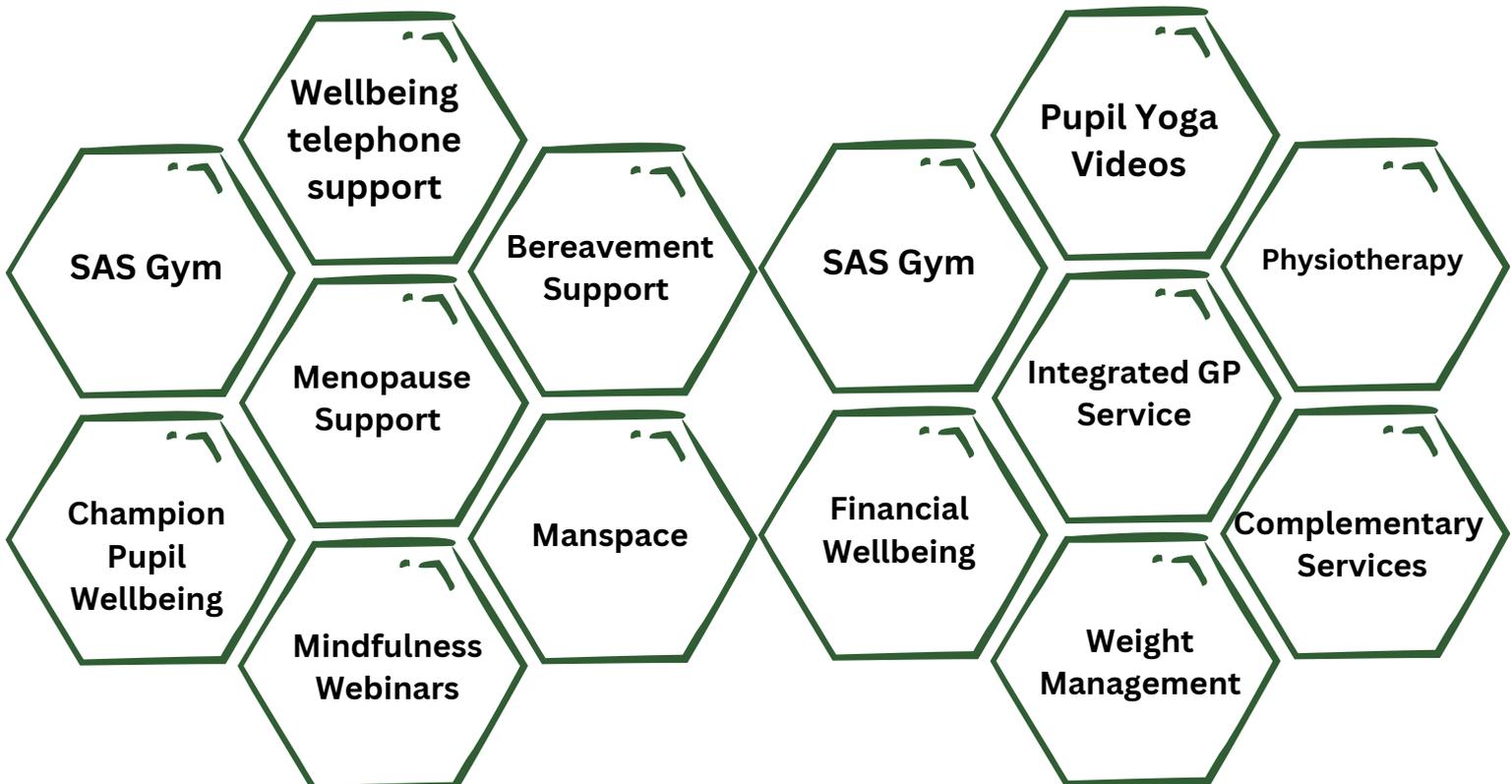


## School Wellbeing

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



# ABOUT US

Meols Cop High School is in the heart beat of Southport and plays an integral part within the local community. We prioritise more than just academic achievement; we instil a profound sense of values and ethics in all our students, as part of our school motto '**Brokering Aspirations**'. Anchored by its four foundational pillars: **Academic Excellence, Values Driven, Professional Standards, and Skills and Experiences**, Meols Cop fosters a holistic learning environment that prepares students for future success.

Meols Cop is a successful school at the heart of the local community. We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development as we believe 'Teacher improvement is school improvement'. Meols Cop High School will offer you extensive career development and bespoke CPD opportunities. Staff are specialists in their areas with strong links to Maths Hubs work, STEM and Research school training programmes. Moreover, we are keen to ensure the wellbeing of our staff, and our Workload Charter highlights our commitment to this.

At Meols Cop we celebrate and support collaboration with local businesses, charities and community groups within the local area, creating meaningful partnerships that benefit both our students and the broader community. We believe that instilling values such as honesty, empathy, respect, and resilience is essential for students to succeed not just academically but also in their personal and professional lives.

At Meols Cop we are committed to ensuring that our young people have the skills, qualifications and characteristics to lead a successful life. We provide a curriculum that will challenge them academically, that will allow them to develop as citizens of the world and to undertake experiences that will allow them to explore passions and make informed choices about their futures. The successful candidate will take a lead role in making this become a reality through developing a culture amongst our staff and students of high expectations and high standards.

We would encourage you to look at our website, performance tables and OFSTED reports to ensure that Meols Cop High School is a school that you feel would be suitable for your professional development.

Meols Cop High School is part of Southport Learning Trust and benefits of working within the Trust include access to Merseyside Pension Fund, a cycle to work scheme and a private health and wellbeing service. In addition, as part of Sefton's admissions policy children of staff where the member of staff has been employed at a school within the Southport Learning Trust for two or more years at the time at which the admission application for the school is made, their children will be considered for a priority placement at Meols Cop High School.

Meols Cop High school is a truly special place to work. Please don't just take our word for it - interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. To organise a tour ahead of application, please contact PA to the leadership team, Miss Sarah Lightbown on [recruitment@meolscop.co.uk](mailto:recruitment@meolscop.co.uk)



**Martin Davis**  
Headteacher





# Make a Difference Every Day – Join Our Team as a Teaching Assistant!

Are you ready for a rewarding career that fits around your life? Meols Cop High School is looking for enthusiastic individuals to join our team of Teaching Assistants.

Whether you're new to education or bringing skills from another profession, we welcome your experience and passion – no previous TA or school experience necessary – full training provided.

## Why Join Us?

- **Receive monthly salary payments while enjoying term-time only working. (for example pro rata, working on a TA2 rate of £13.63 per hour, working 28.80 hours per week, over 38 weeks brings with it a salary of around £1,397 each month before Tax and NI deductions)**
- Open to discussion for flexible start and finish times to suit childcare and family needs
- Access to the excellent Local Government Pension Scheme
- Private GP service and a staff well being programme including services such as counselling, menopause support, weight management and physiotherapy
- Be part of a supportive and inclusive school community

At Meols Cop High School, we believe the right personality is the key to success – we are ready to invest in your training and growth. The role of a TA can provide an ideal step towards a career in teaching.



# VALUES DRIVEN



## BROKERING ASPIRATIONS

Meals Cop students will be given opportunities to explore, experience and engage with opportunities to embed values that will positively impact our community and develop them as citizens of the world.



# PROFESSIONAL STANDARDS



## BROKERING ASPIRATIONS

The Meals Cop school community will adopt a professional standards model that will maximise learning opportunities and prepare students for success in the world beyond school.



# SKILLS & EXPERIENCES



## BROKERING ASPIRATIONS

Meals Cop students will have access to life changing experiences, developing passions and skills which will allow them to broker their aspirations.



# ACADEMIC EXCELLENCE



## BROKERING ASPIRATIONS

Meals Cop students will experience the highest quality of teaching and learning driven by evidence-informed practice.





# APPLICATIONS

**CONTRACT:** 1 YEAR FIXED TERM IN THE FIRST INSTANCE - TERM TIME - OPTION OF EITHER 28.80 HOURS OR 36 HOURS PER WEEK

**CLOSING DATE:** MONDAY 23<sup>RD</sup> FEBRUARY 2026 AT 9AM.

**START DATE:** AS SOON AS POSSIBLE

**INTERVIEW DATE:** TO BE ARRANGED

**SALARY:** GRADE D - FT £25,989  
PRO RATA FOR 28.80 HOURS ACTUAL SALARY OF £17,579 OR  
PRO RATA FOR 36 HOURS ACTUAL SALARY OF £22,474

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@MEOLSCOP.CO.UK](mailto:RECRUITMENT@MEOLSCOP.CO.UK)**

**Enclosed in this pack is:**

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

# PERSON SPECIFICATION

Classroom teacher skills, experience and professional qualities and knowledge  
(to be addressed in your letter of application and followed up at interview)

Essential	Desirable
<ul style="list-style-type: none"><li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li><li>• Ability to build effective working relationships with all pupils and colleagues</li><li>• Ability to promote a positive ethos and role model positive attributes</li><li>• Good personal numeracy and literacy skills</li><li>• General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)</li><li>• General awareness of inclusion, especially within a school setting</li><li>• Effective use of ICT to support learning</li><li>• Requirement to complete DfES Teacher Assistant Induction Programme</li><li>• Willingness to participate in relevant training and development opportunities</li></ul>	<ul style="list-style-type: none"><li>• Experience of resources preparation to support learning programmes</li><li>• Understanding of other basic technology – video, photocopier</li><li>• Minimum 2 years experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance</li><li>• Above within an educational setting</li><li>• Training in the literacy/numeracy strategy</li><li>• Training in special educational needs strategies</li><li>• Willingness to undertake appointed person certificate in first aid administration</li></ul>

## **Professional Values and Practice**

*Must be able to demonstrate the following:*

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
- Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning
- Able to improve their own practice through observations, evaluation and discussion with colleagues

# JOB SPECIFICATION

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.

<p><b>JOB PURPOSE</b></p>	<p>To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.</p>
<p><b><u>MAIN DUTIES</u></b></p>	
<p><u>Support for the Pupil</u></p>	<ul style="list-style-type: none"><li>• Establish good working relationships with pupils, acting as a role model</li><li>• Be aware of and respond appropriately to individual pupil needs ensuring effective interaction</li><li>• Provide specific support to pupil's dependent upon their individual needs ensuring their safety whilst supporting access to learning activities</li><li>• Promote inclusion and acceptance of all pupils</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher</li><li>• Promote self-esteem and independence</li><li>• Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher</li></ul>
<p><u>Support for the Teacher</u></p>	<ul style="list-style-type: none"><li>• Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc)</li><li>• Assist with the display of children's work</li><li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans</li><li>• In liaison with the teacher, utilise strategies to support pupils in achieving learning goals</li><li>• Report pupil achievements, progress and issues as appropriate in agreed format.</li><li>• Undertake pupil record keeping as requested</li><li>• Administer routine primary tests and invigilate exams</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy</li><li>• Establish constructive relationships with parents/carers</li></ul>

# JOB SPECIFICATION

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<p><u>Support for the Curriculum</u></p>	<ul style="list-style-type: none"><li>• Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles</li><li>• Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher</li><li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li><li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use</li></ul>
<p><u>Support for the School</u></p>	<ul style="list-style-type: none"><li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li><li>• Contribute to the school ethos, aims and development/improvement plan</li><li>• Appreciate and support the role of other professionals</li><li>• Attend relevant meetings as required</li><li>• Participate in training and other learning activities as required</li><li>• Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours</li><li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required</li></ul>

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



Meols Cop High School,  
Southport, PR8 6JS



01704 531180



enquiries@meolscop.co.uk



[www.meolscophighschool.co.uk](http://www.meolscophighschool.co.uk)



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