



Meadow Park School
Haswell Drive, Stockbridge Village, Knowsley, L28 1RX

CEAIG Coordinator and Teaching Assistant

Required from as soon as possible
Permanent / 46 weeks / 36 hours per week
Grade H Scale 23-25 / £30,460 - £32,167 per annum (actual salary)
(plus SEN allowance of £1,361 per annum)
(FTE Salary - £34,434 to £36,363 plus SEN allowance of £1,539 per annum)
Hours Monday to Thursday 8.20am – 4.20pm Friday 8.20 – 3.30pm

Meadow Park School is a pupil referral unit situated in the borough of Knowsley on Merseyside. We provide a quality educational experience for students who have or are experiencing difficulties in a mainstream setting due to medical, social, emotional or behavioural needs.

We support young people to develop alternative strategies to improve their resilience and confidence through a personalised curriculum, delivered by dedicated, experienced and qualified staff.

We are looking to appoint a CEAIG Coordinator and Teaching Assistant. If successful you will join a team of Teaching Assistants who are key in supporting both the learning and pastoral needs of our pupils, by deploying a range of coaching strategies and interventions at individual, group and whole class level. You will also be the CEAIG Coordinator, working closely with the Personal Development Lead and Deputy Head Teacher, to ensure that Meadow Park succeeds in delivering all the GATSBY benchmarks.

The successful candidate will:

- Take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
- Deliver CEAIG lessons
- Prepare and implement a careers guidance development plan
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, and other purposes
- Manage the careers section of the school website, ensuring that information is accurate and up to date
- Work with the senior leadership team to deliver our school's careers programme
- Establish and develop links with employers and work experience providers
- Assist with the development and implementation of Individual Education Plans
- Establish good working relationships with pupils acting as a role model and setting high expectations
- Promote inclusion and acceptance of all
- Establish and maintain an appropriate learning environment

For an informal and confidential discussion, please contact Paul Devlin, Deputy Head Teacher on 0151 477 8032. Applicants should apply on the School website link below. Applications must be made using the Knowsley Council application form. CVs will not be accepted for this post.

Applications to be submitted to Jackie.cleary@meadowparkknowsley.co.uk
Link to apply: www.meadowparkknowsley.co.uk/vacancies/

Closing date: Sunday 23rd November 2025 at 12pm

Interview date: Monday 1st December 2025

Meadow Park School is committed to safeguarding and promoting the welfare of children. All posts within our school are subject to satisfactory references, DBS and health clearances and proof of legal working in accordance with the Asylum and Immigration Act 1996.