HLTA

### Candidate Pack

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**Welcome from the Headteacher**

**Thank you for your interest in the role of HLTA.**

**This is an exciting opportunity for an exceptional candidate to make a real difference in our**

**academy. Co-op Academy Bebington is at an exciting stage of its development, having recently**

**been judged ‘Good’ in all areas by Ofsted - we are now aiming for ‘Outstanding’. We became**

**part of the Co-op Academies Trust in April 2019 and as such we are fully committed to placing**

**our Co-operative values and ‘Ways of Being’ at the forefront of our ambition to deliver**

**outstanding provision for our community.**

**We pride ourselves on delivering an ambitious curriculum for all children, including those with**

**additional needs. We incorporate a small Enhanced Resourced Provision for students with**

**moderate learning difficulties and we also have an extensive student support department in order to better engage students who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.**

**Should you wish to arrange a visit before applying you will find our Academy calm and**

**purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team**

**ethos amongst staff and how welcoming and friendly we are. To arrange a visit, please contact**

[**stephanie.smith@coopacademies.co.uk**](mailto:stephanie.turner@coopacademies.co.uk)

**We are committed to improving outcomes for every student and this is encapsulated in our core professional purpose: “Shaping Exceptional Futures”, which is underpinned by our 8 principles:**

* **Placing our students at the heart of everything we do.**
* **Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.**
* **Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.**
* **Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each other.**
* **Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.**
* **Encouraging everyone in the school community to excel and achieve, in whatever form that may take.**
* **Providing our students with a spiritual vision for the future and the appropriate  
  learning pathway.**
* **Being relentless in our determination for each others’ success.**

**Best wishes,**

**Catherine Kelly | Headteacher**

**Our Co-op Academies Trust**

**Dear Applicant,**

**Thank you for showing interest in our academy and our Trust.**

We are a large Multi Academy Trust spanning the North and West Midlands of England.  
Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It’s the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our “Ways of Being.” These core values -  
Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care -  
are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust.

By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

**Best wishes,**

**Dr Chris Tomlinson |** Chief Executive Officer

**Our Values**

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in  
everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple ‘Ways of Being Co-op’ to demonstrate  
our values:

* Do what matters most
* Be yourself, always
* Show you care
* Succeed together

# Job Description

**HLTA**

Co-op Academy Bebington

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| **Salary:** Grade G - Pt 19 - 24. £31,067 to £34,314 (subject to pro rata)  **Location:** Bebington, Wirral  **Start date:** 1st September 2025 |

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| **Purpose of the role**  Main purpose of the job:   * To work alongside the (SENCo) to oversee the day to day management of the Learning Support Department. To support all students with SEND to access the curriculum and make progress by implementing person-centred practices |

# Key Accountabilities

## Qualities & Knowledge / Leadership / Specific Responsibilities

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| * To work alongside the (SENCo) to oversee the day to day management of the Learning Support Department * To support all students with SEND to access the curriculum and make progress by implementing person-centred practices * To plan and deliver intervention programmes to individuals and small groups * To liase with teachers, Achievement Managers and Academic Progress Managers to ensure best outcome for student with SEND. * To assist the Head of Learning Support (SENCo), in ensuring appropriate provision is in place for students with high needs, including students with Education, Health and Care Plans and students with Individual Pupil Funding Arrangements, as well as preparing for and attending annual reviews * To assist the Head of Learning Support (SENCo) to ensure all members of the team are supported, including the induction of new team members * Under direction from Head of Learning Support (SENCo), to plan and deliver effective literacy & numeracy intervention lessons to individuals and/or small groups of students * To assess and record students’ progress and feedback to Head of Learning Support (SENCo), class teachers and parents * To contribute to the planning, development, implementation and evaluation of literacy & numeracy intervention programmes and provide guidance/training to other team members as required * Under direction from Head of Learning Support (SENCo), to carry out assessments and tracking of progress of students with SEND * Under direction from Head of Learning Support (SENCo), to plan and deliver other intervention programmes to individuals and/or small groups to support the progress of students with SEND as required * To use person-centred practices to write the profiles of all students on the SEND register * To establish a safe, positive, inclusive learning environment * To support students to achieve learning goals and make progress, adjusting activities and strategies according to student learning styles and abilities * To help create and prepare relevant resources appropriately differentiated for students with SEND * To promote independence and employ strategies to recognise and reward achievement and self-reliance * To provide feedback to students & parents / carers in relation to progress and achievement * To establish productive working relationships with students, acting as a role model and setting high expectations * To encourage students to interact and work co-operatively with others and engage all students in activities * To promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy * To have regard for the safety and well-being of students at all times * To supervise whole classes within the Learning Support Department if required * Under direction from Head of Learning Support (SENCo), to support identified students in class as required * To meet with parents alongside the Head of Learning Support (SENCo) to discuss progress and provision, taking minutes and carrying out follow-up action as necessary * To be aware of all students with a Student Medical Plan and be familiar with the daily management and procedures in each plan * To plan and assist with the supervision of students by carrying out duties before school at Breakfast Club, at breaktime, at lunchtime and after school at clubs as required * To assist in the supervision of students on outings and visits as required * To assist the Head of Learning Support (SENCo) with clerical and administrative tasks * To attend appropriate staff meetings/training as required * To regularly access and contribute to whole school staff communication tools including email, and class charts. * To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school. |

## Students & Staff

# Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

Support the implementation of the academy’s Performance Management policy.

Follow the academy’s quality assurance processes.

Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.

Promote an inclusive environment and support the development of strategies to improve attendance.

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# Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

Take advice on establishing priorities for expenditure and the cost-effective use of resources.

Work within the academy’s Quality Assurance framework.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

# Person Specification

**HLTA**

Co-op Academy Bebington

**App – Application form**

**SP – Selection process (which could include a range of exercises, including an interview**

**Ref - Reference**

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|  | **Essential / Desirable** | **How identified** |
| **Qualifications and Experience**   * At least 5 GCSE grade Cs or above (or equivalent) including English and Maths or a willingness to achieve this within 2 years of appointment * Higher Level Teaching Assistant Qualification (comparable alternative qualifications will be considered) * Experience of working with young people with SEND within an education environment * Experience of planning and delivering a range of intervention programmes * Experience of and training in Person-Centred Practices (desirable) | D | App  App  App  App/SP  App/SP |
| **Qualities and knowledge / leadership**   * An understanding of the role played by adults in safeguarding young people * An understanding of relevant policies/ codes of practice and awareness of relevant legislation, including a good knowledge of the latest SEND Code of Practice * Knowledge of how to remove barriers to learning for students with a wide range of SEND (Cognitive Learning difficulties, Autistic Spectrum Conditions, Communication and Language needs, Social and Emotional Development needs, Physical and Sensory needs) * Evidence of specialism in specific curriculum areas or areas of particular learning difficulty |  | SP  SP  SP  App/SP |
| **Personal qualities and attributes**   * Ability to build relationships with young people * Sensitivity to the varying needs of young people * Excellent oral and written communication skills * Effective use of ICT to support learning * Excellent organisational and administrative skills |  | SP  SP  App/SP  App/SP  App/SP |

**Role would ideally suit someone who is:**

* Passionate about delivering the best possible outcomes for the academy’s learners and its community
* Genuinely interested in helping teachers to teach better and for students to gain a lifelong love of learning
* An effective team leader
* Interested in and sympathetic towards co-operative values and co-operative education
* Able to champion the needs of the community
* Interested in developing professional expertise with other trust academies in the area
* Able to build strong networks
* Totally committed to creating the best possible opportunities for students

**How to apply**

All applications must be made using the Trust’s application form, please use the link below to apply:

https://co-opacademiestrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-C-oAT-0646

For an informal chat about the role and the academy, and/or to arrange a visit, please contact [stephanie.smith@coopacademies.co.uk](mailto:stephanie.turner@coopacademies.co.uk)

Closing Date for applications: 30/06/25 - 5pm

**Interview timetable**

Interviews will take place on: w/c 1/07/25

**What we offer:**

* Excellent opportunities for personal and career development within the Co-op Academies Trust;
* Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
* Free access to a confidential 24/7 Employee Assistance Programme;
* Effective, supportive and dynamic leadership;
* A superb, school building with a flexible and creative ICT rich working environment;
* A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

**Co-op Academies Trust**One Angel Square; Manchester; M60 0AG

*Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*

*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*