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# Welcome from The Head Teacher

Thank you for your interest in the role of Teaching Assistant - Level 2.

The Head Teacher and Governors of this successful and popular 11-18 co-educational, all-ability Academy are seeking to appoint an inspirational, enthusiastic and committed Teaching Assistant to join our additional needs team. Sign language would be desirable but not an essential requirement.

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

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

Sincerely,

Catherine Kelly

Head Teacher

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives 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



**(Our staff dressed up for World Book Day)**

**What makes our Academy amazing?**

**Staff enjoy:**

* Free access to our State of the art fitness suite after school
* working with brilliant students who want to achieve well and aim high
* a supportive team ethos
* national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
* high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
* a fantastic employee benefits package that includes discounts on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
* secure on site parking

General discussions

For an informal chat about the role and the academy, please contact Steph Turner - Head of Human Resource Management on stephanie.smith@coopacademies.co.uk

How to apply

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, we would like to hear from you. Please apply using the following link:

https://co-opacademiestrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-C-oAT-0630

Closing date for Applications

22nd June 2025 – 5pm

Interviews will be held on:

26th June 2025

Colleague Benefits:

* Pension scheme
* Co-op staff discount
* Co-operative flexible benefits, including cycle to work
* Co-operative credit union
* Health-care cash-back scheme
* Discounted gym membership & leisure activities
* Season ticket & rental deposit loans

**Job Description**

Teaching Assistant - TA2

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| --- | --- |
| Salary / grade range | D pt 6 to 7 £25,183 - £25,584(subject to pro rata) |
| Location | Co-op Academy Bebington |
| Reports to | Assistant Headteacher, SENDCO, Pastoral  |

Key accountabilities (and specific duties / responsibilities):

* To work in partnership with classroom teachers, providing support for curriculum programmes and guiding young people to overcome their barriers to learning.
* Using curriculum programmes developed by teachers to lead groups of students to promote literacy and numeracy
* Plan, prepare, and deliver structured and agreed learning activities, differentiating activities for the needs of the students
* Provide one to one support for SEMH
* To provide support for after school activities.
* To support disadvantaged students to help ‘narrow the gap’
* To provide feedback to students in relation to progress and achievement
* To work with teachers to establish an appropriate learning environment
* To establish productive working relationships with students, acting as a role model and setting high expectations
* To promote the inclusion and acceptance of all students within the classroom and encourage students to interact and work cooperatively with others and engage all students in activities - use of de escalation strategies to support students
* To promote independence and employ strategies to recognise and reward achievement or self-reliance
* To be responsible for keeping and updating records as agreed with the class teacher and/or relevant line manager
* To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* Communication with parents about academic progress, attendance and positive behaviour.
* To help support in the administration of assessments and tests including invigilation of exams/tests
* To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher.
* To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students
* To supervise students on visits, trips and out of Academy hours learning activities as required which fall within the remit and hours of the post
* To contribute to the wider life of the academy
* To contribute to the induction of new students as appropriate
* To act as a tutor and carry out the duties associated with the role as outlined in the generic job description
* To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors
* To undertake any necessary professional development as identified in the Academy Development Plan, taking full advantage of any relevant training and development available
* To undergo appropriate training in order to develop skills for the post
* To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
* To continue personal development as agreed
* To actively engage in the staff review and development
* To carry out break / lunch duties

The above list is not exhaustive or exclusive.

The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and Trust; and The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

**Performance Measures**

* Deliver effective and engaging interventions and learning activities
* Build productive working relationships with students, acting as a role model and setting high expectations
* Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust
* Work with class teachers to promote and establish the learning space as an effective vehicle for learning

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| Personal attributes required (based on job description): |
| Attributes | All attributes are essential, unless indicated below as ‘desirable’ | How measured,e.g. application form (A), interview (I) |
| Qualifications* GCSE Maths and English Grade C/4 and above, or equivalent
* NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).
* First aid training as appropriate (e.g. emergency first aid course).
* Counseling or Mental Health First Aid
* Food Hygiene Certificate
 | Desirable | AAA |
| Experience* Experience of working with young people (this may be in a paid or voluntary position)
* Working within an educational environment
 | Desirable  | A/I A |
| Skills, Ability, Knowledge* Understanding of relevant policies/codes of practice and current issues in education.
* An understanding of the role played by adults in safeguarding young people
* Able to build relationships with young people and adults
* Confidence, skills and ability to lead groups of students
* Confidence in supporting students with their literacy and numeracy
* Excellent organisational & administrative skills
* Excellent oral and written communication skills
* Effective use of ICT to support learning
* Accuracy and attention to detail
* An ability to communicate effectively with the full range of stakeholders.
* Excellent presentation skills
 |  | A/IA/IA/IAAA/TA/TA/TA/TA/IA/I |

|  |  |  |
| --- | --- | --- |
| * Sensitivity to the varying needs of young people
 |  | A |
| Personal Qualities* Commitment to the safeguarding of children and young people.
* Resilience
* Flexible and adaptable
* Can do attitude
* Able to use initiative
* Good team member
* Good role model
* Willingness to participate in the wider life of the school.
* A commitment to personal professional development
* Strong educational principles, centred on total inclusion and equality
* Involvement in cross-curricular activities
* High levels of emotional intelligence, honesty and professional integrity
 |  | AA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/I |

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.

 Key information about the Elevate Program

* The position will mainly be working with a small group of students in Key Stage 4.
* Support will also be given in the Key Stage 3 Motivate Program when required.
* Supporting students in taking English and Maths GCSE along with coursework based qualifications.

# Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Bebington involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

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## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for an interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement.
* Where appropriate any documentation evidencing a change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline.
* **Conditional Offer & Pre-Employment Checks**
* Any offer to a successful candidate will be conditional upon: -
* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity and qualifications
* Vetting and Barring Checks and any other pre-employment checks relevant to the role such as Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
* Satisfactory Disclosure and Barring check
* Verification of professional status such as QTS Status, NPQH (where required)
* Satisfactory completion of a Health Assessment
* Satisfactory completion of the probationary period.

