



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of Temporary Teaching Assistant: SEND and Pastoral Specialist – Senior School

Required For As Soon As Possible

THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 85 children in Early Years (46 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 293 pupils in the School’s Prep (ages 5-11) and 510 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground and outdoor classroom area. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ ethos. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. Becoming fully co-educational in 2008 reinforced this, and at present, 217 families have more than one child in the School and 27 of those have three or four children here.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local businesses and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve this excellence and sense of community. The School’s informal motto is Respect, Responsibility and Resilience, to which the School has recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond.

SENIORS

510 STUDENTS

AGED 11-18

294 BOYS / 216 GIRLS

PREP

293 PUPILS

AGED 5-11

156 BOYS / 137 GIRLS

NURSERY / PRE-PREP

85 CHILDREN

AGED 3 MONTHS – 5 YEARS

52 BOYS / 33 GIRLS

Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxton, CH43 2JD

Tel: 0151 652 4014 | Fax: 0151 651 3091 | Email: headmaster@birkenheadschoo.co.uk | www.birkenheadschoo.co.uk



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THE ROLE AND RESPONSIBILITIES

We are looking to appoint an enthusiastic and empathetic Level 3 (or similar skills/experience) Teaching Assistant. The main responsibility of the role is 1-1 support in class for our EHCP students in Key Stage 3 and 4 with a range of additional needs including Autism, ADHD, Anxiety, Dyscalculia, Dyspraxia and Sensory Processing needs. In addition, the role would involve supporting students across the school with pastoral matters.

The specific responsibilities would include some 1-1 support for students across the curriculum, leading 1-1 and small group interventions for mental health, social skills and sensory needs and providing additional adult support at lunch and break time. There would be the expectation of providing some cover for absence where necessary. We would particularly like to hear from Teaching Assistants with the expertise to support our extensive co-curricular programme.

Working under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, our Teaching Assistants support access to learning for students, and provide general support to the teacher in the management of the students and the classroom. They also take responsibility for agreed learning activities under an agreed system of supervision. The pastoral element to the role would provide both academic and wider welfare support to students within Seniors.

Supporting the Students

- To have regard for the safety and wellbeing of students at all times.
- To promote students' development in a safe, secure and challenging environment.
- To establish productive working relationships with students, acting as a role model and setting high expectations, working alongside individual students and groups of students in activities specified by the teacher, establishing an atmosphere conducive to learning.
- To develop an understanding of students' specific needs in order to help them learn as effectively as possible, promoting independence; taking on administrative duties in relation to supported student/s particularly where there is an EHCP in place.
- To meet the physical, pastoral and medical needs of students and, where necessary and appropriate, to administer medicines by mouth or carry out other medical procedures (where appropriate training has been given).
- To encourage inclusion and interaction within the classroom, engaging in activities led by the teacher.
- To assist in the lunchtime supervision of students and on outings or visits.
- To develop good relationships with parents and carers, ensuring children's development is supported.
- Support the Heads of Year in establishing highest standards of achievement, behaviour, and attendance.
- Provide pastoral support to students, especially when Form Tutors, Heads of Year, School Nurse etc. are unavailable
- Embed the core values of the School in students, supporting them to engage with learning.
- Provide cover for Form Tutors in their absence.



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Supporting the Teacher

- To be aware of students' needs/progress/achievements and report to the teacher as agreed, while gathering and passing on information from parents/carers.
- To provide administrative and clerical support e.g. record keeping, photocopying, filing, purchasing, evidence gathering, when working with external professions.
- To assist with tasks within the school's assessment procedures.
- To work within and support the student behaviour policy, anticipating and managing behaviour constructively, promoting self-control and independence.
- To support student record keeping as requested and required by the Educational Health Care Plan in place.

Supporting the School

- To comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to the appropriate person.
- To understand diversity, ensuring all students have equal access to opportunities to learn and develop.
- To work alongside other professionals in assessing children's progress/ needs.
- To attend staff meetings as required and work as a member of the staff team in all relevant activities to develop the School.
- To recognise own strengths and areas of specialist expertise and use these to advise and support others.
- To promote an atmosphere of care and enthusiasm, where all School families are welcomed and all students reach their full potential.
- To develop positive working relationships with colleagues.
- Work in daily partnership with Form Tutors, Heads of Year/Section, Assistant Head (Pastoral).
- Support and oversee behaviour, attendance and welfare issues relating to assigned year group(s).
- Deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- Enforce expectations regarding uniform, attendance, punctuality, and respectful behaviour.

Skills and Knowledge:

- Learning Support/Teaching Assistant experience or skills.
- Level 1, 2 and/or 3 qualification or experience to match.
- Excellent numeracy/literacy/ICT skills.
- Experience of planning, delivering and reviewing 1-1 and small group interventions.
- An understanding of effective behaviour management strategies desirable, with a confidence in promoting positive behaviour in children with Autism and co-occurring mental health difficulties.
- Knowledge of SEND, Code of Practice and Child Protection and Safeguarding procedures.

If your knowledge or skills look a little different you are encouraged to apply if you have the qualities and attributes needed; matching your own knowledge and skills to the role description.

Personal Qualities/Attributes:



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- To have a genuine concern for children's development
- The ability to make the provision educational and fun for children
- Enthusiastic and innovative
- The ability to communicate effectively with children, parents and staff
- To have a gentle, consistent and nurturing approach
- Be enthusiastic, confident and diligent
- Be creative and practical
- Demonstrates enthusiasm, self-motivation, integrity, positivity and resilience
- Ability to multitask and work to tight deadlines
- Ability to work on own initiative and collaboratively

All staff have the responsibility to:

- Ensure all documentation produced is to a high standard and is in line with the "brand" style
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- To represent the school at events as appropriate
- To support and promote the school ethos
- To undertake any other duties and responsibilities as required covered by the general scope of the post.
- To undertake any other reasonable duties

REMUNERATION & BENEFITS

Salary

The salary will be £27,917 FTE. This is a term-time position, therefore salary will be paid pro rata. (*Actual salary will be £20,240 based on 36.25 hours over 36 weeks*).

Hours

We have 3 full-time (anticipated to be 36.25 hours per week) and 1 part time (0.4 - 0.6) fixed-term positions, working 36 weeks of the year, determined by EHCP funding. The post holders will be required to work as necessary to carry out the duties of the role. All staff are expected to attend INSET and staff training.

There is flexibility therefore both full time and job-share will be considered for the full-time positions.

Holiday

You will be entitled to School Holidays and Bank Holidays.

Pension

The School operates an auto-enrolment pension scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team

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- Term time is 34 weeks
- Free use of the fully equipped on-site gym
- Access to the Employee Assistance Programme
- Support for your continuous professional development
- Lunch provided during term time
- Electric Car charging points on site

APPLICATION

A letter of application, no longer than 2 pages, indicating skills and experience, together with a completed application form, including the names and email addresses of at least two referees, should be sent for the attention of the Deputy Head via: recruitment@birkenheadschool.co.uk

Applications may also be sent by post to: **Cheryl Wallace, Personnel Manager, Birkenhead School, 58 Beresford Road, Oxtun, Wirral CH43 2JD**

Application forms can be downloaded from the School's website: www.birkenheadschool.co.uk

Candidates are welcome to contact Zillah Edwards, School SENDCo at Birkenhead School with any questions relating to the role via: zee@birkenheadschool.co.uk

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications is: **9.00am Wednesday 15th October 2025**

Interviews likely to take place shortly after.

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.