



## Information for Candidates applying for the role of Part-Time Teaching Assistant

Required As Soon as Possible

### THE SCHOOL

Birkenhead School, founded in 1860, 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 126 children in Early Years (57 in Nursery aged under 3 years old, 69 in our “Pre-Prep” aged 3 to 5 years old), 301 pupils in the School’s Prep (ages 5-11) and 527 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. 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’ concept. 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. It is attractive to parents to have all their children in one school and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 234 families have more than one child in the School and 33 have three or four children.

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 business 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 these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have 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.

#### SENIORS

527 STUDENTS  
AGED 11-18  
296 BOYS / 231 GIRLS

#### PREP

301 PUPILS  
AGED 5-11  
162 BOYS / 139 GIRLS

#### NURSERY / PRE-PREP

126 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
69 BOYS / 57 GIRLS



## BIRKENHEAD SCHOOL

### THE PREP

The Prep is run by Head of Prep, Mr Harry FitzHerbert, and there are two sections, Little School (Reception to Year 2) and Junior Prep (Years 3 to 6). Mrs Stephanie Ford, Head of Little School, oversees the arrangements for Little School, and Mr Richard Halpin, Deputy Head of Prep, oversees the arrangements for Junior Prep. There are currently 115 children on roll in Little School and 198 children on roll in Junior Prep.

The Prep is well resourced, with three School buildings, two playgrounds, an outdoor classroom and outdoor learning areas. The School buildings are the Little School building, Old School House and the Junior Prep building. The Little School building houses Reception, Year 1 and Fun Club (used for Early Arrivals and After School Provision). Old School House is home to our Year 2 classes, Old School House Hall (used for assemblies, music lessons and other activities), a Reading Resource Room and Learning Support Rooms. The Junior Prep building houses Prep Gym, Prep Hall, the Science Room, the ICT Room, the Art Room and all the Junior classrooms.

### THE ROLE AND RESPONSIBILITIES

We are looking to appoint a skilled and proactive Level 2 Teaching Assistant to support the teaching staff with academic and pastoral intervention for pupils in Prep. The ability to work across the full age range (Reception to Year 6) is expected. Working under the direct instruction of the Prep SENDCo and teaching staff, usually in the classroom with the teacher, our Teaching Assistants support access to learning for pupils, and provide general support to the teacher in the management of the pupils and the classroom. They also take responsibility for agreed learning activities under an agreed system of supervision.

#### **Supporting the Pupils**

- To have regard for the safety and wellbeing of pupils at all times.
- To promote pupils' development in a safe, secure and challenging environment.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations, working alongside individual pupils and groups of pupils in activities specified by the class teacher, establishing an atmosphere conducive to learning while acting as a role model.
- To listen to pupils reading, promoting enjoyment of reading, and encouraging development of reading skills.
- To develop an understanding of pupils' specific needs in order to help them learn as effectively as possible, promoting independence and employing strategies to recognise and reward achievements of self-reliance
- To participate in children's play, extending and stimulating language through conversation.
- To meet the physical, pastoral and medical needs of pupils 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 pupils and on outings or visits.
- To encourage good hygiene and assist with self-help skills (feeding, toileting, dressing etc.).
- To display pupils' work effectively in order to reflect their achievement.
- To develop good relationships with parents and carers, ensuring children's development is supported.

#### **Supporting the Teacher**

- To promote an atmosphere of care and enthusiasm, whilst providing for the day to day care of the children

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- To set out, prepare, use, tidy and clean equipment after use in line with the daily/weekly programme of activities and events, assisting in the general preparation and tidying of the classroom under supervision.
- To be aware of pupils' 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, receiving and passing money to the Prep Office.
- To assist with tasks within the school's assessment procedures.
- To work within and support the pupil behaviour policy, anticipating and managing behaviour constructively, promoting self-control and independence.
- To support pupil record keeping as requested.
- If required to provide 1:1 support for a pupil with SEND, be able to liaise effectively with the Prep SENDCo and class teachers to:
  - provide the best possible support for the pupil
  - develop and plan for the pupil's individual learning needs
  - support with transitions and PSE development
  - encourage ongoing support through the use of Individual Educational Plans (IEPs)
  - work with outside agencies for support, while also ensuring parental consent and involvement in each process

### **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 and celebrate diversity, ensuring all pupils 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 children reach their full potential.
- To develop positive working relationships with colleagues in their department and the wider school community.

### **Skills and Knowledge:**

- Level 2 for Teaching Assistants or equivalent
- Excellent numeracy/literacy/ICT skills
- Minimum of 2 years' experience in an educational setting
- Ability to implement policies and the statutory framework for the Early Years Foundation Stage curriculum and Key Stage 1.
- Experience of leading small groups
- A sound knowledge of child development
- Experience of working with a variety of different child ages



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- An understanding of effective behaviour management strategies desirable, with a confidence in promoting positive behaviour in children
- Experience of working with children who have SEND
- Knowledge of SEND, Code of Practice and Child Protection and Safeguarding procedures

### **Personal Attributes:**

- To have a genuine concern for young 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

### **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 promote the area of responsibility within the school and beyond
- 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

Education is a very privileged profession, and such is the emotional energy invested by the best Teaching Assistants into the development of their children, one that comes with its considerable highs and lows. Supportive colleagues, who are positive and see the good in people and situations, are key to creating an enjoyable working environment, and these are the staff we seek. Birkenhead School is a dynamic environment where teamwork is crucial and staff are encouraged to 'roll up their sleeves', help one another and be pro-active in looking for new initiatives to create a truly inspiring learning environment for its students. If this is you, we look forward to receiving your application.

## REMUNERATION & BENEFITS

### Salary

A competitive salary commensurate with experience and expertise.

### Hours

We are recruiting 2 roles of 20 per week based upon EHCP funding. The hours will be spread across 5 days to provide the necessary support to the pupils. 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.



## BIRKENHEAD SCHOOL

### 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 children
- Working as part of a committed team
- Term time is approx. 34 weeks
- Membership of the Employee Assistance Programme
- Free use of the fully equipped on-site gym
- Support for your continuous professional development

### APPLICATION

A letter of application 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 Head of Prep via: [chw@birkenheadschoo.co.uk](mailto:chw@birkenheadschoo.co.uk)

Applications may also be sent by post to: **Cheryl Wallace (Human Resources), Birkenhead School, 58 Beresford Road, Oxtan, Wirral, CH43 2JD**. Application forms can be downloaded from the School's website: [www.birkenheadschoo.co.uk](http://www.birkenheadschoo.co.uk)

Candidates are welcome to contact the Prep SENDCo, Mrs Claire Pye, at Birkenhead School with any questions relating to the role via: [cmp@birkenheadschoo.co.uk](mailto:cmp@birkenheadschoo.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 also 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 9.00am on Tuesday 22<sup>nd</sup> April 2025.**

Successful candidates are likely to be invited to interview the following week.



# BIRKENHEAD SCHOOL