



## BIRKENHEAD SCHOOL

### Information for Candidates applying for the role of Study Skills Tutor

---

Required for September 2025

#### 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 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. 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, 234 families have more than one child in the School and 33 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**

527 STUDENTS  
AGED 11-18  
296 BOYS / 231 GIRLS

#### **PREP**

301 PUPILS  
AGED 5-11  
162 BOYS / 139 GIRLS

#### **NURSERY / PRE-PREP**

125 CHILDREN  
AGED 3 MONTHS – 5 YEARS  
69 BOYS / 56 GIRLS



## BIRKENHEAD SCHOOL

### THE ROLE AND RESPONSIBILITIES

We are seeking to appoint an outstanding and committed Study Skills tutor, providing one-to-one tuition to students with specific learning difficulties, or those that simply need some extra help. He or she can expect to join a school with a fine record of academic success, where students are co-operative and well-motivated. The post will also encompass some Teaching Assistant support for students.

The candidate will be expected to support students across Key Stages 3 and 4 and, where necessary, in Sixth Form with both literacy and numeracy needs. We are looking to appoint a candidate who can provide support for EAL students, although welcome applications from all.

### **Responsibilities**

The Study Skills Tutor's role will be to:

- Support students with a range of SEND on a 1:1 basis in specific areas of their learning and curriculum from Year 7 - U6th
- Advise students on appropriate approaches and strategies to facilitate effective study and learning, including planning, organisational and research skills, essay writing and examination preparation as appropriate
- Encourage students to develop independent learning and study skills, adjusting activities and strategies according to the student's learning styles
- Liaise with SENDCo and Teaching staff on individual support needs, effective support strategies, learning programmes and schemes of work
- Maintain accurate and timely student records, feeding back to SENDCo, class teachers and parents
- Provide feedback to students in relation to their progress and achievement
- Support with required provision in Education, Health and Care Plans
- Contribute to the planning, development, implementation and evaluation of intervention programmes and provide guidance to other team members as required

The Teaching Assistant element of the role will include supporting students with an Education, Health and Care Plan by implementing the required provision for in class support and 1:1 intervention.

### **Pastoral and Co-Curricular**

- Be aware of the physical and emotional well-being of students and the need to respond to particular situations
- Carry out duties of care both as a Tutor and as a contributor to the co-curricular life of the school
- Understand and follow all welfare and safeguarding policies
- Liaise with other staff as required e.g. school nurse, administration staff and support staff



## BIRKENHEAD SCHOOL

### Administration and Organisation

- Understand and implement correct procedures relating to School Policies
- Conduct standardised or other tests as required and record student's performance
- Attend and participate in staff INSET, weekly staff meetings and other school events as reasonably required by the Headmaster
- Supervise break times and lunchtimes when required
- Supervise students in assemblies when required
- Liaise with colleagues in order to ensure effective end-of-year transition of students as they move through the school
- Undertake any other reasonable requests made by the Headmaster or other Line Manager

### Assessment

- Give timely, positive and helpful feedback to students
- Complete reports to a high standard and within specified deadlines

### Professional Development and Wider Contribution to the School community

- Proactively engage in continuous professional development to reflect on and improve repertoire
- Participate in arrangements for the appraisal and review of own performance
- Contribute to the life of the School Community
- Present the School at Parents Evenings, Open Days and other events
- Support and develop the use of ICT within the department.

### Additional Elements

Staff are expected to: -

- Adhere to the School's Code of Conduct
- Commit to safeguarding and promoting the welfare of students
- Support and encourage the School's ethos and objectives
- Ensure facilities, including equipment and teaching areas, are maintained in an appropriate condition.
- Demonstrate a commitment to improving and developing the school's processes and facilities.
- Carry out such duties that may be reasonably required by your Line Manager.

### THE PERSON

#### The ideal candidate will:

- Have a secure knowledge and understanding of the KS3 and KS4 curriculum areas including current developments in teaching and learning
- Excellent numeracy/literacy/ICT skills.

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

Tel: 0151 652 4014 | Fax: 0151 651 3091 | Email: [headmaster@birkenheadschool.co.uk](mailto:headmaster@birkenheadschool.co.uk) | [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)



## BIRKENHEAD SCHOOL

- Experience of planning, delivering and reviewing 1-1 and small group social skills 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.
- Be an excellent classroom practitioner with evidence of good teaching skills, leading to consistently high standards of achievement
- Be enthusiastic, confident and diligent.
- Develop and maintain good relationships with students and colleagues
- Inspire staff and students through action.

**This role may suit candidates with QTS but this is not a prerequisite.**

Supporting students is a very privileged profession, and such is the emotional energy invested by the best staff, 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

Birkenhead School operates its own salary scale based on skills and experience.

#### Hours

Due to the varying number of students requiring support, the School would be looking for someone to be flexible in their commitment where necessary. The role is currently advertised within a range of 0.6 – 1.0 FTE for Study Skills with the potential to add Teaching Assistant responsibilities. The successful candidate will be required to work as necessary to carry out the duties of the role.

#### Holiday

You will be entitled to School Holidays and Bank Holidays.

#### Pension

The School operates an auto-enrolment Defined Contribution 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
- Term time is 34 weeks
- Discount on School Fees for permanent members of staff

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

**Tel:** 0151 652 4014 | **Fax:** 0151 651 3091 | **Email:** [headmaster@birkenheadschool.co.uk](mailto:headmaster@birkenheadschool.co.uk) | [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)



## BIRKENHEAD SCHOOL

- 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 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 Headmaster via: [recruitment@birkenheadschool.co.uk](mailto:recruitment@birkenheadschool.co.uk). Applications may also be sent by post to: **Cheryl Wallace (Personnel and Compliance Manager), Birkenhead School, 58 Beresford Road, Oxton, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: [www.birkenheadschool.co.uk](http://www.birkenheadschool.co.uk)

Candidates are welcome to contact the Senior SENDCo, Mrs Jennifer Williams on [jhw@birkenheadschool.co.uk](mailto:jhw@birkenheadschool.co.uk) with any questions relating to the role.

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 Monday 30<sup>th</sup> June 2025**

Interviews likely to take place the same week.