



Co-op Academy
Bebington

Teaching Assistant - Level 2 Candidate Pack



Welcome from the Headteacher

Dear Candidate,

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

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Students at Co-op Academy Bebington enjoy Drama and this is down to the team of experienced teachers we have here.

We are proud to belong to the Co-op Academies Trust and remain fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for all within our community.

Our Commitment to Inclusion & Support

We pride ourselves on delivering an ambitious curriculum for all children. To ensure every student can succeed, our academy features:

- Two Specialist Resourced Provisions: One specifically designated for students with Moderate Learning Difficulties (MLD) and one for Social, Emotional, and Mental Health (SEMH) needs.
- Two Internal Alternative Provisions: Targeted environments to better engage students who find the traditional classroom setting more challenging.
- Comprehensive Student Support: An extensive team including non-teaching Heads of Year, a dedicated attendance team, and a robust safeguarding team.

Our Commitment to Staff Wellbeing

We are committed to supporting staff at all levels, through our CPD and line management. We are developing a coaching culture throughout the school, and host dedicated pedagogy sessions weekly as we embed Doug Lemov 'Teach Like a Champion' strategies into our lessons. From September 2026, we will be having a two week October half-term.

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.

If the successful applicant will be an ECT in September, they will be employed from 1st July 2026, and will be paid as an unqualified teacher over the summer holidays.

To arrange a visit, please contact: kate.cryer@coopacademies.co.uk

Best wishes,

Mrs Jane Whisker | 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

Teaching Assistant Level 2

Co-op Academy Bebington

Salary: NJC Grade D Pt 6 to 7

Location: Bebington, Wirral

Start date: ASAP

Purpose of the role

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.

Key Accountabilities

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
- 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
- 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

- 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

Values and Ways of Being

- 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

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.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

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.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements.

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

Teaching Assistant Level 2

Co-op Academy Bebington

App – Application form

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

Ref - Reference

Teaching Assistant Level 2: Person Specification

Attributes	Essential / Desirable	How Identified
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).	D	App App App
Experience - Experience of working with young people (this may be in a paid or voluntary position) - Working within an educational environment	D	App, SP App
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 - Sensitivity to the varying needs of young people		App, SP App, SP App, SP App App App, SP App, SP App, SP App, SP App, SP App, SP

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		App App, SP App, SP App, SP App, SP App, SP App, SP App, SP App, SP App, SP App, SP App, SP
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How to apply

All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information.

<https://www.bebington.coopacademies.co.uk/vacancies>

Closing Date for applications: 27/09/2026 - 5pm

Interview timetable

Closing Date: 27.09.2026 - 5pm

Interviews: 01.10.2026

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.
- 2 week October half term

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.