



Co-op Academy  
Bebington

# Teaching Assistant - Level 3 Candidate Pack



# Welcome from the Headteacher

Thank you for your interest in the role of Teaching Assistant Level 3.

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](mailto: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.

Best wishes,  
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

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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

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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 3 Co-op Academy Bebington

Salary: NJC Grade F Pt 12 to 17 (£28,598 - £31,022 subject to pro rata)

Time time only plus 5 days

Location: Co-op Academy Bebington, Wirral

Start date: ASAP

### Purpose of the role

To work under the guidance of the SENDCo and the Deputy SENDCo to implement agreed work programmes including those requiring detailed and specialist knowledge of SEND curriculum and provision.

Assisting the Class Teacher in the whole cycle of planning, resourcing, delivery and assessment of the curriculum delivery.

Staff may also supervise whole classes occasionally during the short term absence of teachers, limited to a maximum of 3 consecutive days for any one absence and in the event that there is adequate provision at the appropriate level to ensure statutory requirements relating staffing ratios are maintained.

## Key Accountabilities

### Specific Duties/Responsibilities

- To use specialist knowledge and experience of care and the curriculum to support pupils learning.
- To ensure that the school provides specialist care and education of the highest quality for children and families.
- To establish Passports for children with special educational needs (SEN) and ensure the implementation of these.
- To undertake assessment of pupils ensuring Judgements are recorded accurately and promptly providing feedback to the SENDCo / Class Teacher and other stakeholders in relation to progress, achievement and progression.
- Monitor and evaluate pupil responses to learning activities, programmes, adjusting activities according to pupils response/needs.

- To promote appropriate independence of pupils within the context of the setting.
- To work with the Teacher to develop and maintain an appropriate learning environment that enables pupils to engage with all aspects of school provision, including where appropriate the outdoor classroom environment.
- To ensure client confidentiality is maintained
- To assist the Class Teacher in the preparation of reports.
- To be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection reporting concerns to the appropriate person.
- To promote inclusion and acceptance of all pupils.
- To follow and comply with statutory Child Protection guidelines and the schools Child Protection policy.
- To manage student placements, providing concise and accurate reports relating to student development for college tutors and managers.
- To establish constructive relationships and provide professional advice to other agencies/professionals in liaison with the SENCo/Class Teacher to support achievement, progress and wellbeing of pupils.
- To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.
- To comply with the requirements of all policies, procedures and staff instructions.
- To actively promote and support policies on Equal Opportunities and to ensure the school functions in an anti-oppressive and non-discriminatory manner.
- To take responsibility for the securing of the building and resources if required.
- To assist in providing professional support on issues relating to child protection to parents and outside agencies.
- To take responsibility for a group of children during any building evacuation.
- To attend and participate in regular meetings, training and other learning activities as required. To undertake other duties commensurate to the post and grade as required by the Department.
- To undertake the accountabilities of the post in accordance with Trust policies including the Equal Opportunities and Health and Safety policies.

## Other

- Co-op Academy Bebington expects all employees to uphold the duty to safeguard and promote the welfare of learners.

## Values and Ways of Being Other

- 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

## Deputy Teaching Assistant Level 3

### 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 3: Person Specification

Attributes	Essential / Desirable	How Identified
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>English and Maths GCSE at Grade C/4 or above</li> <li>Additional professional qualifications</li> </ul>	<p>D</p> <p>D</p>	<p>App</p> <p>App</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working with young people with English as an additional language</li> <li>Experience of working with young people with special educational needs</li> <li>Experience of teaching small groups of students</li> <li>Working knowledge and experience of implementing learning programmes, strategies and interventions</li> <li>Knowledge and understanding of different types of SEND and the SEND code of practice</li> <li>Understanding of the importance of safeguarding and child protection and its importance in this role</li> <li>Experience of working with young people with significant SEMH needs</li> <li>Experience of working with young people who are CLA (Child Looked After)</li> </ul>		<p>App, SP</p>
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>Ability to interact positively and productively with students and staff</li> <li>Prioritise and plan to ensure completion of tasks</li> <li>To be able to demonstrate proficient ICT skills</li> <li>To be able to use initiative and have problem solving skills</li> <li>To be able to monitor and evaluate procedures effectively</li> </ul>		<p>App, SP</p> <p>App, SP</p> <p>App, SP</p> <p>App, SP</p> <p>App, SP</p>

<ul style="list-style-type: none"> <li>• Ability to communicate effectively with students, parents and other colleagues</li> <li>• Ability to work under pressure</li> <li>• Ability to organise and develop effective systems</li> <li>• Work to high levels of accuracy</li> </ul>		<p>App, SP</p> <p>App, SP</p> <p>App, SP</p> <p>App, SP</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Evidence of ability to work as part of a team and an understanding of personal accountability</li> <li>• An ability to instil confidence in others</li> <li>• An ability to adapt information for communication to a range of audiences</li> <li>• Excellent organisational skills and an ability to cope well with professional pressure</li> <li>• Flexibility and adaptability to changing demands</li> <li>• A commitment to restorative practice</li> <li>• Co-op Academy Bebington expects all employees to uphold the duty to safeguard and promote the welfare of learners</li> </ul>		<p>App, SP</p>

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## How to apply

All applications must be made using the Trust's application form.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact [stephanie.smith@coopacademies.co.uk](mailto:stephanie.smith@coopacademies.co.uk)

Please use the following link to apply:

<https://recruit.sampeople.co.uk/Jobboard/Vacancy/Search?PreviouslySearchedLocation=&Longitude=-3.0075315&Latitude=53.3530146&SearchTerm=&Distance=5&SortBy=closing&TrustId=128>

Closing Date for applications: 06/03/26 at 5pm

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## Interview timetable

Closing Date: 06.03.2026 - 5pm

Interviews: Week commencing 09.03.2026

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## 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.
- A 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.*