



Co-op Academy
Bebington

HLTA Candidate Pack



Welcome from the Headteacher

Thank you for your interest in the role of HLTA.

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

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

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

HLTA

Co-op Academy Bebington

Salary: Grade G - Pt 19 - 24. £32,062 to £35,413 (subject to pro rata)

Location: Bebington, Wirral

Start date: ASAP

Purpose of the role

We are seeking a highly motivated, experienced, and dedicated Higher Level Teaching Assistant (HLTA) to join our successful and inclusive Moderate Learning Difficulties (MLD) Resourced Provision (RP) within a vibrant secondary school environment.

This is a key role focused on coordinating and delivering specialist support, with a particular emphasis on developing social, emotional, and life skills for our students. You will be instrumental in bridging the gap between classroom learning and essential community integration.

Key Accountabilities

Qualities & Knowledge / Leadership / Specific Responsibilities

Intervention Coordination:

- Plan, deliver, and monitor targeted 1:1 and small group interventions for students with MLD, focusing on literacy, numeracy, and independent learning skills.
- Track student progress and report findings to the SENCO/RP Lead and class teachers.

Social and Life Skills Delivery:

- Design and lead engaging sessions focused on social skills, communication, emotional regulation, and self-esteem.
- Implement strategies to promote positive behaviour and integration within the wider school community.

Community Events & Integration:

- Coordinate and supervise off-site educational visits and community-based activities (e.g., travel training, shopping, using public services).
- Organise and run regular RP community events, such as coffee mornings, fundraising activities, or shared skills sessions, fostering links between students, parents, and the local area.
- Ensure all community-based activities are risk-assessed and align with students' EHCP targets.

Classroom Support:

- Provide high-quality HLTA support within the MLD RP, covering lessons as required and working alongside teachers to adapt materials and ensure accessibility.

We're Looking For:

- **Essential:** Hold the HLTA qualification or an equivalent Level 4/5 qualification in Supporting Teaching and Learning.
- **Experience:** Proven experience working with secondary-age students, specifically those with Moderate Learning Difficulties (MLD) or Specific Learning Difficulties (SpLD).
- **Skills:** Excellent communication, organisational, and interpersonal skills. The ability to work independently and as part of a specialist team.
- **Mindset:** A strong commitment to inclusive practice, promoting independence, and a creative, positive approach to supporting students' social and emotional development.
- A valid driving license and access to a vehicle is desirable but not essential for coordinating off-site activities.

Why Join Us?

- A dedicated, forward thinking and supportive SEND department and MLD Resourced Provision.
 - Opportunities for professional development and training specific to SEND and MLD.
 - The chance to make a significant, positive impact on the lives and long-term prospects of our students.
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Students & Staff

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

Support the implementation of the academy's Performance Management policy.

Follow the academy's quality assurance processes.

Liaise with appropriate colleagues to ensure that individual needs of students are identified and met. Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

Take advice on establishing priorities for expenditure and the cost-effective use of resources.

Work within the academy's Quality Assurance framework.

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.

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| <p>Personal qualities and attributes</p> <ul style="list-style-type: none"> • Ability to build relationships with young people • Sensitivity to the varying needs of young people • Excellent oral and written communication skills • Effective use of ICT to support learning • Excellent organisational and administrative skills • A valid driving license and access to a vehicle is desirable but not essential for coordinating off-site activities. | D | SP SP App/SP App/SP App/SP |
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Role would ideally suit someone who is:

- Passionate about delivering the best possible outcomes for the academy's learners and its community
- Genuinely interested in helping teachers to teach better and for students to gain a lifelong love of learning
- An effective team leader
- Interested in and sympathetic towards co-operative values and co-operative education
- Able to champion the needs of the community
- Interested in developing professional expertise with other trust academies in the area
- Able to build strong networks
- Totally committed to creating the best possible opportunities for students

How to apply

All applications must be made using the Trust's application form, please use the link below to apply:

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

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

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

Interview timetable

Interviews will take place week commencing 09/03/26

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.