



BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST

Junior School | Senior School | Sixth Form



Application Pack

Teaching Assistant – Senior School (2 Posts Available)

Birkenhead High School Academy

Academy Principal: Mrs Elizabeth De Boorder
86 Devonshire Place, Prenton, Merseyside CH43 1TY
Phone: 0151 652 5777
email: bhsa@birkhs.gdst.net
website: www.birkenheadhigh.gdst.net

Head of Junior School: Mrs Maryanne Ramsbottom
Junior School Office Phone: 0151 652 1740
Junior School Office Email: bhsa_jnr@birkhs.gdst.net

Welcome to Birkenhead High School Academy



I am delighted that you are considering a career opportunity at Birkenhead High School Academy.

We are unique on Wirral as a 3-19 girls state academy and are proud to be a thriving, all-through learning community, embracing core traditional values with a firm eye on the ever-changing future.

Our overall academy direction is encapsulated by our core values, which guide our staff and students alike:

- Be Respectful
- Be Forgiving
- Be Kind
- Learn without Limits

Joining us means becoming part of a fearless and forward-thinking community where you will empower every girl to learn without limits, developing into a resilient, confident, and kind individual, ready to embrace challenges and lead a life of fulfilment.

We foster a strong family community within the school and are also a proud member of the GDST wider family. Our employees benefit from being part of this extensive network, which shares the aims of pioneers and shapers of girls' education.

We maintain the highest standards in achievement, attendance, appearance, and conduct. Our high aspirations, culture, and ethos permeate both in and outside of the classroom, where our dedicated staff provide outstanding levels of support, both on the academic and pastoral front, and deliver an extensive enrichment programme.

If you are a dedicated professional who shares our commitment to excellence and our core values, I encourage you to explore the opportunities to join our community.

Elizabeth de Boorder
Principal



... Learn without Limits ...

The GDST

Where girls learn without limits



The Girls' Day School Trust is the UK's leading family of 25 single sex girls' schools.

Birkenhead High School Academy is one of two academies within the GDS family, the other 23 are independent, fee-paying schools. All our schools are single sex schools – we pride ourselves on knowing how girls learn and providing the best environment for girls to grow. Every member of staff, regardless of their role, contributes to our success in providing an excellent education.

In all of our schools, academic excellence is a given, however at GDST we also concentrate on developing character beyond the curriculum. Our aim is to support and empower our girls to achieve their full potential.

We focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they're encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional wellbeing is paramount, which is why every GDST school provides an incredible array of extra-curricular activities and wellbeing programmes. GDST's celebration of diversity and commitment to inclusion is supported by insights gathered annually from our staff and student body.

Birkenhead High School Academy is proud to be part of the GDST and our students benefit from fantastic opportunities such as the annual Northern Trust Sporting Rally, GDST Learn, our own Young Enterprise programme; GDST Sing; a variety of leadership conferences and opportunities; competitions and much more. Furthermore, our staff collaborate with GDST teachers all around the country embarking on some excellent cross curricular research projects.

For staff, the GDST offers an extensive range of training and CPD as well as the opportunity to work and lead across all the schools.

At Birkenhead High School Academy, we work particularly closely with The Belvedere Academy, our sister academy in the GDST. As well as informal networking, our pastoral and Safeguarding teams and our Digital and Edtech leads collaborate across the schools to ensure that we are always ahead of the game. An annual joint staff inset day enables us to grow stronger together.

Rewards and benefits

Of working at Birkenhead High School Academy

Our staff are our greatest asset and staff wellbeing is one of our key priorities.

In addition to competitive rates of pay and benefits, we also offer:

- ✚ Generous holiday (14 days extra per year for teaching staff)
- ✚ Expert personal wellbeing support through the Employee Assist Programme (Health Assured)
- ✚ Access to impartial personal finance guidance and support
- ✚ Flu vaccination vouchers
- ✚ Eyesight test voucher
- ✚ Cycle to work scheme
- ✚ Retail discounts across a range of high street retailers through the Pluxee platform.
- ✚ Access to GCST Learn: hundreds of training courses, online and in-person.
- ✚ Opportunity to work/lead across academies and the wider GDST
- ✚ Email curfew 5pm – 7.30am and weekends (unless there are safeguarding/wellbeing concerns)
- ✚ Principal has an open-door policy
- ✚ Flexible approach to family appointments and child events
- ✚ Staff wellbeing events
- ✚ On-site, free parking

Teaching Assistant

At Birkenhead High School Academy

Start date: September 2026
Contract type: Fixed Term (1Year)
Hours: 36 hours/5 days per week/term time plus 5 inset days
Salary: £21,191 (pay rise pending)

This is an exceptional opportunity for an excellent Teaching Assistant to join a beacon of excellence in girls' education and make a positive contribution to the aspirational vision of a thriving academy.

The successful candidate will be an enthusiastic and highly motivated individual eager to make a positive contribution to the aspirational vision for this thriving academy.

They will be a dynamic and innovative practitioner who is passionate about their subject and the impact it can have on a young person's development and all-round education.

They will also be someone who values working as part of a team ensuring the highest possible standards of achievement and attainment.

BHSA is an all through 3-19 years girls' academy sponsored by the Girls' Day School Trust, and is, and will continue to be, a highly successful centre of education where every student matters, where expectations of all members of our community are high and where personal achievement and fulfilment are valued and sought after.

BHSA promises the highest level of academic provision alongside an extensive programme of enrichment activities, and all within a friendly and supportive family environment.

BHSA places a high value on CPD and supports all staff in accessing top quality training.

For full details and an application pack please visit: www.birkenheadhigh.gdst.net
Completed applications can be emailed directly to: applications@birkhs.gdst.net
Should you require any further information please contact the School Office on: 0151 652 5777.

Closing date for applications: Mon 1st June 2026, 9am.

Interviews will be held on: Thursday 4th June 2026.

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by Tuesday 2nd June 2026 you should assume you have not been shortlisted for interview on this occasion.

We are committed to the safeguarding of children and child protection; Enhanced DBS screening and online searches apply to this post.

Job Description

Teaching Assistant

Job Purpose	<p>To support pupils in senior school</p> <p>To support, as requested, a pupil on a 1:1 basis</p> <p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.</p>
Accountable to:	SENDCO
Accountabilities	<ol style="list-style-type: none"> 1. Support for Pupils <ul style="list-style-type: none"> • To promote pupils' development in a safe, secure, challenging environment. • Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the class teacher, SENDCO or SLT member or external agencies. • To have regard for the safety and well-being of the pupil at all times. • To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible. • To focus on individual pupils to ensure their needs are being met within the group. • To encourage inclusion within the classroom. • To display pupils' work to reflect their achievement. • To encourage pupils to interact with others and engage in activities led by the teacher. • To assist in the supervision of pupils on outings and visits. • To provide individual and/or small group support both inside and outside the classroom which may include support around study skills, emotional support, speech and language skills or further curriculum support. 2. Support for Teachers <ul style="list-style-type: none"> • To liaise with teachers regarding the daily/weekly programme of activities and events. • To work with other staff delivering Pupil Centred Plans (PCPs) and Health Care Plans (HCPs). • To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom. • To gather information from parents/carers as requested. • To be aware of pupil problems/progress/achievements and report to the teacher as agreed. • Contribute to discussions with teachers on the development of work for pupils with SEND, in order to further support learning or behaviour. • Liaise with teaching staff in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement. • To support pupil record keeping as requested.

	<ul style="list-style-type: none"> • To provide clerical support e.g. photocopying, filing or other administrative tasks using ICT software. • To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence. <p>3. Support for the School</p> <ul style="list-style-type: none"> • To work alongside the SENDCO and other professionals in assessing children's progress/needs. • To attend appropriate staff meetings as required by the SENDCO or SLT. • To assist with the general supervision of pupils during breaktimes, lunchtimes and/or when required. • To work as a member of the staff team in all relevant activities to develop the school. • To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school. • To be aware of all Health & Safety issues and be fully competent in Safeguarding procedures. • To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professionals, to the Principal. • To be a proactive member of the school and support the inclusion team. • To attend relevant professional development to update knowledge. <p>4. Support for the Curriculum</p> <ul style="list-style-type: none"> • To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies. • To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use. • To set out, prepare and maintain equipment and other Support and Intervention resources. <p>5. General</p> <ul style="list-style-type: none"> • The Teaching Assistant may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post.
General requirements	<p>All academy staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the academy vision and the current academy objectives outlined in the Academy Development Plan. • Contribute to the academy's programme of extra-curricular activities. • Support and contribute to the academy's responsibility for safeguarding students. • Work within the academy's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the ATB's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process, and training and development opportunities available. • Adhere to policies as set out by the ATB. • Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Person Specification

Teaching Assistant

Skills Required

Ability to demonstrate active listening skills.	Essential
Ability to use language and other communication skills to which children can relate.	Essential
Ability to empathise with the needs of children.	Essential
Ability to work effectively with other colleagues.	Essential
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes.	Essential
Ability to undertake observations of individual children and complete records under the direction of the teacher.	Desirable

Knowledge Base

A good standard of education, particularly in English and Mathematics.	Essential
Knowledge of appropriate First Aid procedures.	Desirable
Knowledge of National Curriculum requirements for the age of the pupils.	Desirable
Knowledge of the use of basic technology i.e. photocopier, computer, DVD and digital camera.	Desirable
Knowledge of Child Protection issues.	Desirable
Knowledge of issues relating to pupils with SEND, including speech and language.	Desirable
Full working knowledge of relevant policies/codes of practice/legislation	Desirable

Qualifications/Attainment

Evidence of attainment in a recognised TA qualification or equivalent NVQ L3 qualification (or willingness to work towards this) or equivalent qualification.	Essential
Numeracy and Literacy equivalent to GCSE (A-C or 4-9).	Essential
Training in relevant learning strategies for pupils with a range of needs.	Essential
Evidence of attainment or training in Child Protection issues/procedures.	Desirable
Willingness to participate in further training and developmental opportunities offered.	Essential

Experience

Relevant experience in an educational establishment/setting.	Essential
Demonstrable evidence of establishing positive relationships with children.	Essential
Demonstrable evidence of experience in supporting children in a learning environment.	Essential
Experience of working with children with SEND.	Essential

Attitude/approach

Willingness to be professionally discreet and to maintain confidentiality on all academy matters.	Essential
Willingness to adopt a flexible approach to all directed tasks.	Essential
Willingness to work as part of a team.	Essential

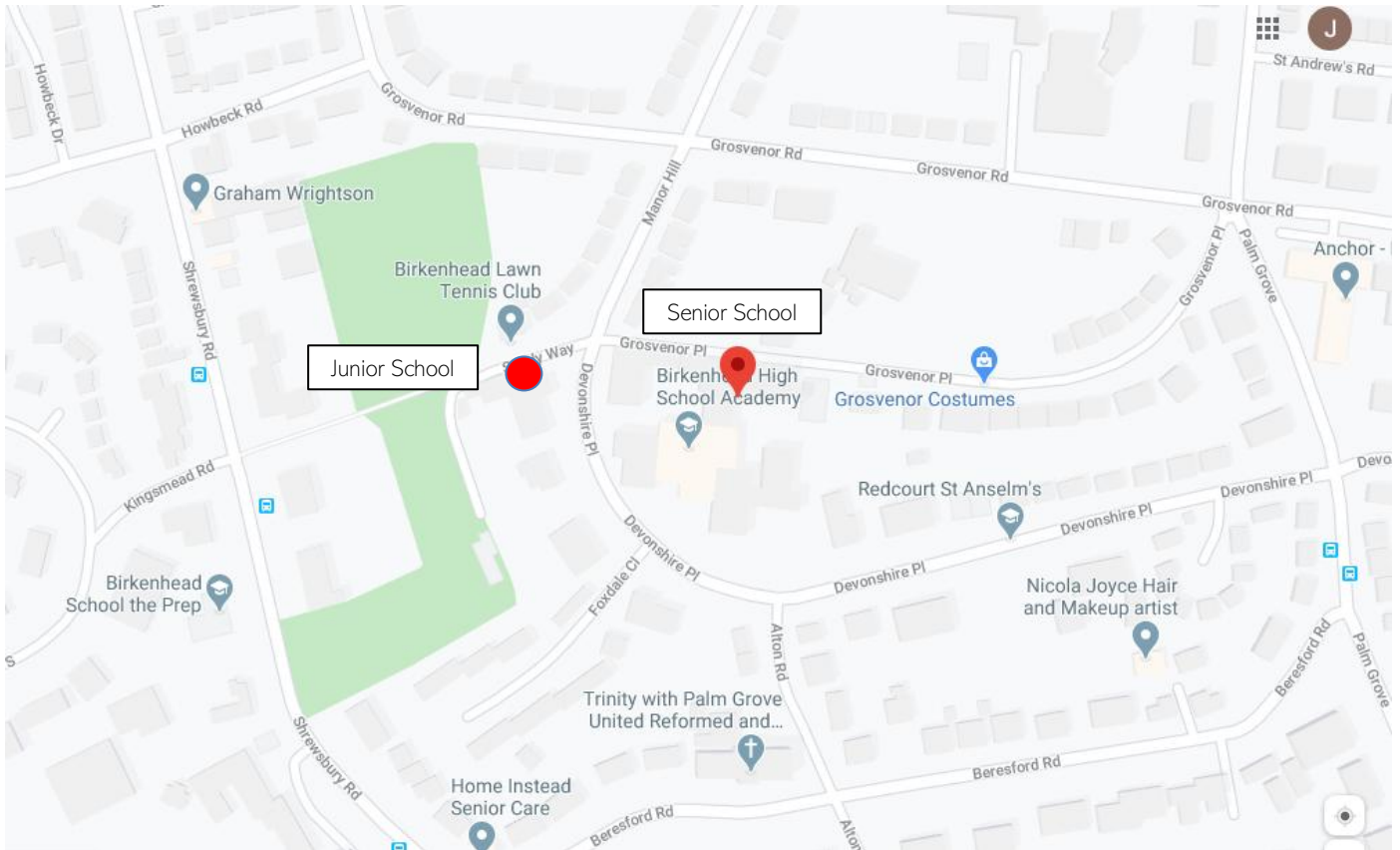
How to find us

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