



BIRKENHEAD  
HIGH SCHOOL ACADEMY

GDST  
GIRLS' DAY SCHOOL TRUST

Junior School | Senior School | Sixth Form



# Application Pack

## Inclusion Learning Mentor/Higher Level Teaching Assistant (HLTA)

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### **Birkenhead High School Academy**

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# 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

# Inclusion Learning Mentor/ Higher Level Teaching Assistant

## At Birkenhead High School Academy

Start date: 1<sup>st</sup> September 2026

Contract type: Permanent

Hours: 36 hours per week, term-time (35.2 weeks) plus 10 days.

Salary: Grade 4 – Actual salary £23,978 pay rise pending.

This is an exceptional opportunity for an excellent Inclusion Learning Mentor/HLTA 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](http://www.birkenheadhigh.gdst.net)

Completed applications can be emailed directly to: [applications@birkhs.gdst.net](mailto:applications@birkhs.gdst.net)

Should you require any further information please contact the School Office on: 0151 652 5777.

Closing date for applications: 15<sup>th</sup> June 2026 9am

Interviews will be held on: 18<sup>th</sup> June 2026.

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by 16<sup>th</sup> 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

## Learning Mentor/HLTA

<p>Job Purpose</p>	<p>To support the Senior Leadership Team (SLT) and Inclusion Team Leader in the effective day-to-day running of the learning space, ensuring pupils are supported academically, socially, emotionally, and provide restorative practice to achieve positive outcomes.</p> <p>The post holder will work closely with pupils on a 1:1 basis and in small groups, delivering targeted interventions, mentoring, and learning support both within school and, where required, accompanied visits within the home environment. The role involves supporting pupils with barriers to learning, including SEND, SEMH, attendance, behaviour, and safeguarding needs, while promoting inclusion, engagement, and independence.</p>
<p>Accountable to:</p>	<p>Inclusion Team Leader / SLT</p>
<p>Main Duties and Responsibilities:</p>	<ol style="list-style-type: none"> <li>1 Support for Pupils <ul style="list-style-type: none"> <li>• Work 1:1 and with small groups of pupils to support learning, emotional regulation, behaviour, attendance, and engagement.</li> <li>• Build positive and professional relationships with pupils, acting as a consistent and supportive role model.</li> <li>• Support pupils with SEND, SEMH, behavioural, social, and emotional needs through targeted interventions and mentoring.</li> <li>• Deliver planned intervention programmes and adapted learning activities under the guidance of teaching staff, SENDCo and the Inclusion Team Leader.</li> <li>• Support pupils within the learning space to ensure a calm, safe, structured, and inclusive environment.</li> <li>• Conduct accompanied home visits to work with pupils on a 1:1 basis as required, maintaining their engagement in education and supporting their reintegration into school.</li> <li>• Support pupils during periods of dysregulation using restorative and trauma-responsive approaches.</li> <li>• Encourage pupils to develop resilience, independence, self-esteem, and positive relationships.</li> <li>• Monitor and record pupil progress, behaviour, attendance, and engagement, providing regular feedback to staff and parents/carers where appropriate.</li> <li>• Contribute to pupil assessments, support plans, risk assessments, behaviour plans, and reintegration strategies.</li> <li>• Promote safeguarding, equality, diversity, and inclusion at all times.</li> </ul> </li>   <li>2 Support for the Inclusion Team and SLT <ul style="list-style-type: none"> <li>• Support the Inclusion Team Leader and SLT with the day-to-day organisation and management of the learning space.</li> <li>• Assist in maintaining effective routines, structure, and supervision within the provision.</li> <li>• Liaise with teaching staff, progress leaders, SEND staff, parents/carers, and external agencies to support pupil outcomes.</li> <li>• Contribute to meetings, reviews, and multi-agency discussions where appropriate.</li> <li>• Support attendance strategies and help reduce barriers to learning and school engagement.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Assist with transition and reintegration plans for pupils returning to mainstream lessons or school-based learning.</li> <li>• Help maintain accurate records and documentation relating to interventions, safeguarding, attendance, and pupil progress.</li> <li>• Provide practical and emotional support to pupils throughout the school day, including unstructured times where required</li> </ul> <p>3 Support for Teaching and Learning</p> <ul style="list-style-type: none"> <li>• Prepare and deliver learning activities for individuals and small groups under the direction of teaching staff.</li> <li>• Adapt resources and strategies to meet the individual needs of pupils.</li> <li>• Promote pupil participation and engagement in learning activities.</li> <li>• Encourage positive behaviour and high expectations for learning and conduct.</li> <li>• Support the development of literacy, numeracy, communication, and social skills where appropriate.</li> <li>• Provide feedback to teachers and the Inclusion Team Leader on pupil progress and next steps.</li> </ul> <p>4. Safeguarding and Professional Responsibilities</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality and handle sensitive information appropriately.</li> <li>• Follow all academy safeguarding, behaviour, attendance, health and safety, and inclusion policies.</li> <li>• Attend relevant training, meetings, and professional development opportunities.</li> <li>• Actively contribute to the wider ethos and values of the school.</li> <li>• Undertake any other reasonable duties commensurate with the grade and responsibilities of the post.</li> </ul>
General requirements	<p>All academy staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the academy vision and the current academy objectives outlined in the Academy Development Plan.</li> <li>• Contribute to the academy's programme of extra-curricular activities.</li> <li>• Support and contribute to the academy's responsibility for safeguarding students.</li> <li>• Work within the academy's health and safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Work within the ATB's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the performance review process, and training and development opportunities available.</li> <li>• Adhere to policies as set out by the ATB.</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
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

## Learning Mentor/HLTA

### Skills Required

Ability to communicate effectively, both verbally and in writing, with colleagues and external bodies	Essential
Good literacy and numeracy skills	Essential
Confident in the use of computer packages including Word Processing and Spreadsheets	Essential
Excellent interpersonal skills	Essential
Excellent organisational and time management skills with the ability to prioritise	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential

### Qualifications and Experience

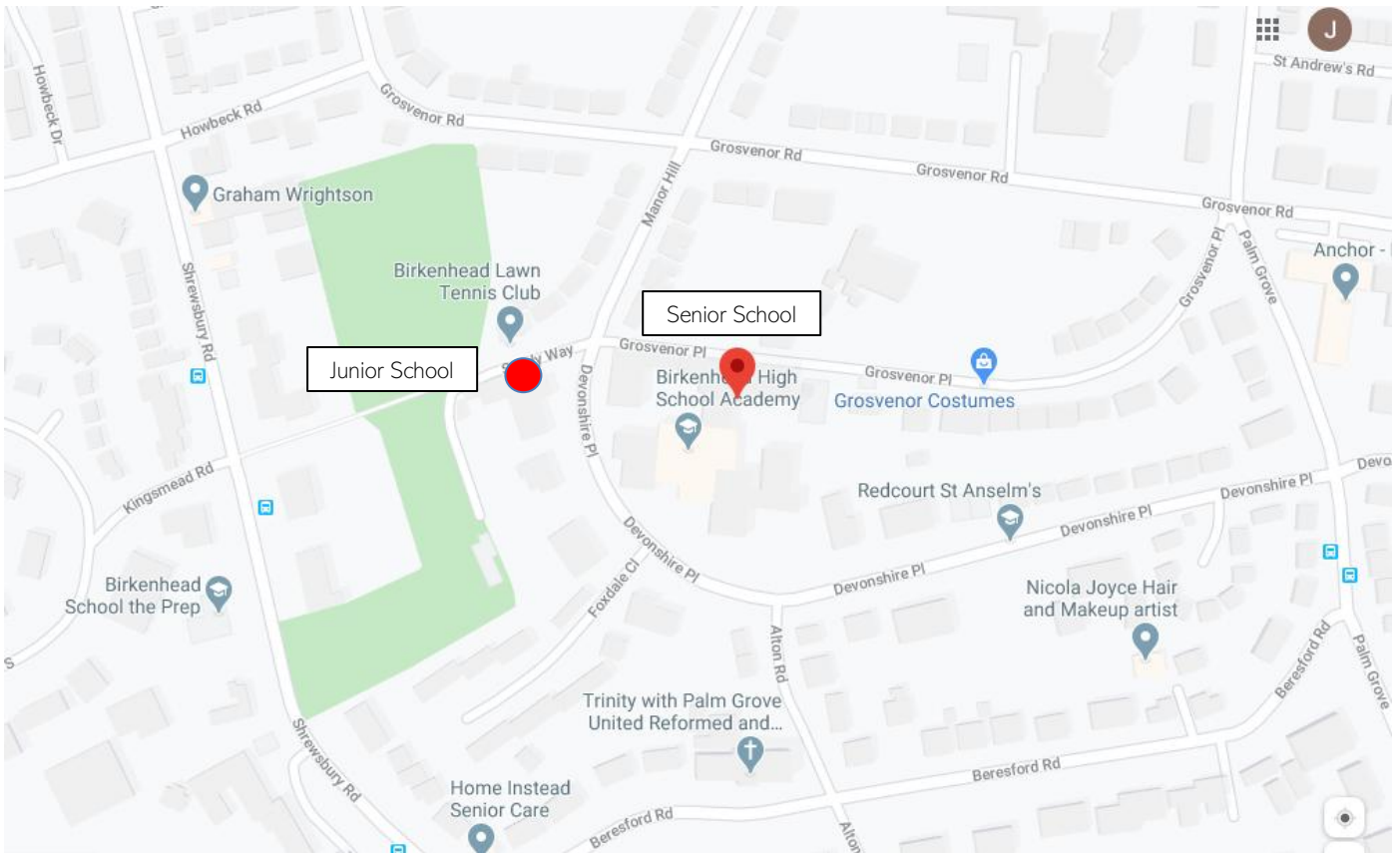
Relevant counselling qualification / Level 4 qualification or equivalent experience	Essential
Numeracy and Literacy equivalent to GCSE (A-C or 4-9)	Essential
Training in relevant learning strategies for pupils with a range of needs	Essential
Evidence of attainment or training in Child Protection issues/procedures	Essential
Experience of working with young people in a therapeutic setting	Essential
Willingness to participate in further training and developmental opportunities offered	Essential
Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interaction with pupils	Essential

### Attitude/approach

Calm, flexible, approachable	Essential
Highly organised	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure	Essential
Demonstrate commitment to the improvement and development of own performance	Essential
A willingness to contribute to the wider life of school	Essential
A positive outlook and sense of humour	Essential
A willingness to be trained as a first aider	Essential
An understanding of SEAL and its impact at whole school level	Desirable

# How to find us

## Birkenhead High School Academy



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