BYRCHALL HIGH SCHOOL

YOUR SCHOOL
YOUR FUTURE
YOUR COMMUNITY!



CANDIDATE INFORMATION PACK

HLTA

THINK SMART | LOOK SMART | BE SMART

November 2026

Dear Applicant

Looking for a new challenge? Why not join us?

Higher Level Teaching Assistant, Grade G5

At an exciting time in our journey towards outstanding, we are seeking a capable and enthusiastic Higher Level Teaching Assistant. The ideal candidate will be a suitably experienced, self-motivated and an enthusiastic individual who is capable of working under their own initiative and part of a team.

The position offers an excellent opportunity for candidates with vision to help inspire students as we move forwards in our new school.

Full Time Equivalent (FTE):
£27,709 to £30,515

Term Time Only:
£21,602 to £23,790

Start Date: January 2027
Contract: Permanent
Working Time: 34 hours per week

We welcome all applications, including from those wishing to complete an apprenticeship. Applications will be considered upon receipt and should be returned to the School Office by email to dpark@byrchall.wigan.sch.uk no later than 9:00AM on Monday 7 December 2026. Early application is advised, as applications will be reviewed on receipt and may lead to the vacancy being closed earlier than scheduled.

We strongly encourage all prospective applicants to browse our social media channels which provide an insight into school life.

If you have any questions about this post, or wish to visit the school, then please do not hesitate to contact Ms Beth McConaghie, SENDCO: bmcconaghie@byrchall.wigan.sch.uk

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Yours sincerely,

Mr P Paul
Headteacher

Instagram: @byrchall1588 **X:** @byrchall

GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.
Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record.

Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Maths Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool. The school's substantial new build programme opened in September 2024. This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music



WHY WORK AT BYRCHALL HIGH SCHOOL?

Working at Byrchall High School offers several compelling benefits and opportunities:

Modern Facilities

New Building: The school recently moved into a brand new, state-of-the-art building, providing a modern and well-equipped environment for both teaching and learning.

Supportive Community

Collaborative Environment: Byrchall High School fosters a supportive and collaborative atmosphere among staff, encouraging professional growth and teamwork.

Professional Development: The school is committed to the continuous professional development of its staff, offering various training and career advancement opportunities.

Student-Centred Approach

High Standards: The school emphasises high standards of attainment and behaviour, creating a positive and focused learning environment.

Diverse Curriculum: Alongside core subjects, the school offers a wide range of courses, including Music, Drama, Food, Business, Graphics, Art, Product Design, Spanish, French, and Engineering

Extracurricular Opportunities

Rich Extracurricular Program: Staff have the chance to engage with students beyond the classroom through various clubs, sports, and activities, fostering a well-rounded educational experience

Community Engagement

Local Impact: Being part of the Wigan community, the school actively engages with local organisations and initiatives, providing staff with opportunities to make a meaningful impact in the community

WORKING FOR MAKERFIELD ACADEMY TRUST

As the first Training School in the country Byrchall has a long rich tradition in providing high quality and bespoke professional development. The school takes great pride in the professional learning opportunities it offers staff at all levels. Joining Byrchall's learning community will provide you with full access to a well-established and forward-thinking network which strives to help you build a long and rewarding career across our Academy trust.

Byrchall is a strategic partner of the Generate Teaching School Hub and Learning Futures Teacher Training partnership. The Alliance works with a range of primary and secondary schools across Wigan to lead and deliver training and development. Whether you aspire to become a middle or senior leader, or the ambition to become an outstanding practitioner in your area of expertise, our Academy trust will provide you with unequalled access to a range of bespoke courses and qualifications. These courses include a suite of National Professional Qualifications (NPQs), Lead Practitioner (LP) and Expert mentoring. The academy trust takes a lead role in delivering these programmes across the partnership enabling our staff to gain accredited facilitator, expert mentor and coach status with some of the lead National educational providers. In addition, the academy trust oversees the development and provision for Early Career Teachers on behalf of the Local Authority accrediting body and takes a lead role in delivering the Early Career Framework enabling staff to gain relevant accreditation for facilitation and mentoring.

The Academy trust is proud of the close partnership it has with Edge Hill University providing access to a Masters Programme, Research Projects, the National SENCO award and a range of Level 6 & 7 accredited programmes. Some of our staff alumni have even progressed their career via this partnership going on to secure leadership roles within the Faculty of Education. In addition to these exceptional accredited programmes, the school leads Secondary Networks across each of the Subject Disciplines creating the opportunity to collaborate with teachers and leaders across Wigan, sharing up to date research, resources and working together to grow subject expertise, professional practice and personal development. This high impact model of professional development is replicated in school where all staff have protected timetabled time to meet. The trust actively encourages and organises best practice visits across all educational settings including primary, secondary, special and colleges sector.

Our aim is to help you achieve your ambitions more quickly. Our staff CPD programme is underpinned by the most recent and relevant educational research. The excitement of our new build will enable staff to continue to develop Modern and Innovative practice across all aspects of education.

We have a highly experienced team of leaders, mentors and subject specialists, who are all committed to supporting your career and develop. We look forward to receiving your application and discussing your career aspirations further at interview.

EDUCATION BASE DEPARTMENT INFORMATION

Creating opportunities for our most vulnerable students to develop and thrive lies at the heart of our SEND provision. The department plays a significant role in whole-school development and enjoys a strong voice within the wider leadership of the school.

SEND is an area which permeates all aspects of school life. Leadership in this area is strategic with a clear vision to 'inspire and change lives, one lesson at a time'. Our aim is to support staff, students and parents to work together to improve outcomes, achievement and experiences for those with special educational needs. We are ambitious for our students and for one another, and we take pride in our strong professional culture. Collaboration is central to our success: staff work closely as the team around the child together to break down barriers, provide reasonable adjustments, and adapt to learner needs.

We are a recently established, dedicated specialist unit that provides 8 places for pupils with an EHCP whose primary need is cognition and learning and 8 assessment places for pupils who require and EHCP. Places form part of Wigan Local Authority designated specialist provision

The existing team consists of a SENDCo, a classroom teacher and two experienced senior HLTA's who provide in class support and deliver intervention and social support. The SEND unit also has access to dedicated administrative support. Pupils benefit from specialist input from teachers across the school, meaning the successful candidate will have the opportunity to work across the school community.

We are looking for enthusiastic, caring and resilient staff to join our team and help us go the extra mile to improve our students' outcomes and experiences.

HIGHER LEVEL TEACHING ASSISTANT

1. INTRODUCTION

MAIN PURPOSE

Job Purpose:
To promote the progress and achievement of SEND throughout the school. This role will be student-focused and will ensure high standards and expectations for both SEND students and staff.

Line Management
Responsible to SENDCo

Liaising With
SENDCo, Teacher, wider school staff, parents.

Salary Scale
G5 (pt 8-14)

Full Time Equivalent (FTE):
£27,709 to £30,515

Term Time Only:
£21,602 to £23,790

Working Time
Term time only + INSET days, 34 hours per week.
Monday-Friday: 7.45am – 3:00pm

DBS Disclosure Level
Enhanced

2. MAIN DUTIES AND RESPONSIBILITIES

The post holder will work across the school to support pupils in meeting their full academic potential by proactively engaging with pupils.

Responsibilities and Key Duties

- Plan, deliver, and monitor learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, adapting learning programmes to suit the needs of allocated pupils
- Assess, track and report on development, progress and attainment as agreed with the teacher and SENDCo.
- Support pupils with social and emotional well-being, reporting problems appropriately.
- To undertake a professional interest in an agreed area of SEND work and support the SENDCo as directed.
- Manage the completion of IEP's for students/Annual Reviews. Termly reviews of IEP'S ensuring all information is correct and shared with staff in collaboration with families
- Support with Access Arrangements and testing.
- Identification and referrals for students
- Plan and deliver interventions ensuring that accurate record of attendance and progress reports are complete
- Leading Interventions with small groups.
- Maintain confidentiality where appropriate.

Teaching Assistants in this role may also undertake some or all of the following:

- Establish and maintain relationships with families, carers and other adults e.g. speech therapists.
- Provide short term cover supervision of classes.
- Supervise the work of other support staff/trainees.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Invigilate exams and tests.
- Escort and supervise pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.
- Prepare and present displays.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Be involved in planning, organising and implementing individual development plans for pupils (such as individual educational plans) including attendance at, and contribution to, reviews.

3. OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

4. HEALTH AND SAFETY

- To undertake Health and Safety Training on areas within the designated work area
- To participate in first aid training and provide first aid support as and when required.
- To undertake safeguarding training.

5. PERSONAL QUALITIES

- Work co-operatively with, and in support of all staff in school (including the work of other team members) by undertaking such additional duties as are reasonably commensurate with the post and level of responsibility.
- Be proactive and organised taking responsibility for completion of own workload.
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- Help foster a positive culture by upholding the vision and aims of the school.
- Have due regard for data protection, confidentiality, child protection and health and safety policies.
- Work with pupils and staff in courteous, caring and responsible manner.
- Work with visitors in such a way that it enhances the reputation of the school.
- Support the school in helping to prepare for external inspections (i.e. OFSTED)
- Help protect the school environment by making sure working areas (including shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
- As a user of the school's network, comply with the school's IT policy and social media policy and understand that the school may monitor your emails and internet activity.

6. SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

PERSON SPECIFICATION

QUALIFICATIONS	Essential	Desirable
GCSE English and Maths (A to C) or equivalent	✓	
Relevant Level 4 Qualification	✓	
Training in the relevant strategies or a willingness to undertake such training	✓	
First Aid Certificate, or willing to undertake necessary training to provide first aid		✓
Knowledge of SIMS/Experience of new technologies and ICT to support learning		✓

KNOWLEDGE AND SKILLS	Essential	Desirable
Experience of working with or caring for children of a relevant age in a learning environment	✓	
Experience of working with pupils who have SEND	✓	
Experience of supervising other staff		✓
Good understanding of the relevant policies/legislation codes of practice and relevant legislation	✓	
Knowledge of the national/foundation stage curriculum and other relevant learning programmes/strategies	✓	
Understanding of child development and learning processes	✓	
Additional qualifications or accredited training in mathematics or numeracy, literacy and emotional regulation and social stories interventions.		✓
Understanding of statutory frameworks relating to teaching	✓	
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	✓	
Knowledge of physical, intellectual, emotional and social development of children (PIES)	✓	
Ability to use a range of strategies to deal with whole classroom and individual behaviour	✓	
Ability to support and motivate other team members		✓
Very good communication skills to deal with both children and adults	✓	
Ability to constantly improve own practice/knowledge through self evaluation and learning from others	✓	
Ability to work under supervision and as a team member	✓	
Ability to deal with minor injuries		✓

PERSONAL QUALITIES	Essential	Desirable
Commitment to support ethos of the school	✓	
A personal and friendly nature	✓	
Resilience and confidence to work in a busy and demanding environment	✓	
Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies	✓	
Adaptable, flexible, diplomatic, tactful and committed to success	✓	
Willingness to work occasional unsocial hours		✓

STAFFING	Essential	Desirable
A commitment to equality of opportunity and fair treatment of all staff and pupils	✓	
A willingness to undertake training to complete training needs	✓	
An ability to identify training needs		✓

CORPORATE RESPONSIBILITY	Essential	Desirable
Willingness to comply with the school's policies i.e. Equal Opportunities, Health & Safety	✓	
Willingness to continue personal development in relevant area	✓	
Willingness to participate in the staff review and development process	✓	