

Terms and Conditions



William Hulme's Grammar School

The best in everyone™

Part of United Learning

Level 3 Teaching Assistant (Primary Phase)

Hours of Work

This is a permanent contract and is full time, (37.5 hours per week, excluding lunches), term-time only (currently 37 weeks per annum). The basic hours are 8.00 am to 4.00 pm Monday, Tuesdays and Thursdays, 8.00 am to 4.30 pm on Wednesdays and 8.00 am to 3.30 pm on Fridays. The post holder will be expected to attend most Staff Inset/Training days, as agreed in advance with the Headteacher of the Primary Phase and this will be considered as overtime.

Job Family, Pay Band and Salary

The role is part of the Teaching and Learning Job Family and is placed in Pay Band 2C (Vocational) which has a Pay Range of £21,064 - £23,119 per annum (Full Time Equivalent) which is an **actual Pay Range of £17,167 - £18,842** based on a part-time decimal of 0.815. Total annual salary, including working time and holiday time, are calculated and divided into 12 equal calendar monthly payments, irrespective of when school holidays fall.

Holidays/Annual Leave

Twenty-five days annual leave plus the statutory English public holidays per annum pro rata. For term time only staff, annual Leave is taken in school holidays. Both annual leave and statutory holidays have been taken into account in the calculation of the actual annual salary.

Pension

The Level 3 Teaching Assistant will be enrolled automatically into the Local Government Pension Scheme (LGPS) run by Greater Manchester Pension Fund (GMPF). You have the option to opt out of this scheme after enrolment if you wish. For further details you can access the GMPF website (www.gmpf.org.uk).

Flexible Benefits Scheme

Employees of United Learning are offered a number of employee benefits through its reward scheme, United Rewards. United Learning works with Perkbox to offer its employees over 250 exclusive benefits, all through their easy-to-access App. Featuring a huge range of perks, from discounted cinema tickets and holidays, to money off meals out at restaurants nationwide, plus savings on food, technology and clothes shopping. They also offer salary sacrifice schemes such as Childcare Vouchers and Cycle to Work which offer tax and NI savings on new bikes and nursery care. For more information, once your employment has started, please visit www.unitedrewards.org.uk

Preconditions including Disclosure of Criminal Background

Any offer of employment will be subject to satisfactory outcomes of:

- Confirmation of suitability to work with children (Enhanced DBS check)
- Two professional references
- Proof of identity and eligibility to work in the UK
- An overseas check
- Confirmation of your qualifications – please bring any original certificates
- Completion of a Disqualification declaration
- Medical check – you will be sent details of this process under separate cover

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