

JOB DESCRIPTION



William Hulme's Grammar School
The best in everyone™
Part of United Learning

Primary Phase Level 3 Teaching Assistant

Department / (Faculty/Team)	Primary Phase
Directly Reporting to	Headteacher of the Primary Phase
Indirectly Reporting to (if applicable)	Primary Phase Teachers
Context / Scope of Role	Term Time Only Primary Phase Only
Purpose of Job/Role	Supporting teachers in the classroom and covering teachers PPA/CPD and short-term sickness
Line Management Responsibilities	None
Contacts & Working Relationships	As above, Classroom Teachers, Parents and Pupils
Job Family, Band and Salary Range	Family: Teaching & Learning Band: Vocational (V), 2C Salary Range: £21,064 - £23,119 per annum (FTE) £17,167 - £18,842 (Actual)
Roles & Responsibilities	
1	Assist in the educational and social development of pupils under the direction and guidance of the class teacher and/or SENCO, including delivering specific parts of the curriculum or structured interventions to groups of pupils or an individual pupil if required, and assessing pupils' progress and reporting it to the class teacher.
2	To plan and deliver whole class teaching cover, for example, during a teacher's PPA or to cover sickness absence
3	Undertaking marking of pupil's work and invigilating tests/ exams as required
4	Monitoring pupil achievements, addressing problem areas wherever possible or referring to the teacher so that relevant interventions can be put in place
5	Using assessment strategies to improve learning
6	Assist in the implementation of Individual Education Programmes for individual pupils and help monitor their progress, including attending relevant meetings such as statutory reviews.
7	Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
8	Work with other professionals, such as speech therapists and occupational therapists, as necessary.
9	Assist class teachers with maintaining student records, including observations and assessments.
10	Support pupils with emotional or behavioural problems and help develop their social skills.
Other Duties	
	Support the aims and ethos of the school.
	Support the implementation of school policies and procedures.

	Be proactive in matters relating to health and safety and child protection and safeguarding including the completion of EduCare modules as required.
	Set a good example in terms of dress, punctuality and attendance.
	To work as part of the team, liaising, advising and consulting where appropriate.
	Attend relevant Team/Departmental, Staff Meetings and Inset as required.
	To participate in the school's PDR process.
	To identify personal training needs and to attend appropriate internal and external in-service training.
	To carry out Duties as part of the Duty Rota.
	To assist at school functions and with extra-curricular activities.
	To perform such other duties as may be required by the Principal or Senior Leadership Team.
	To carry out all other reasonable duties in line with this position as requested by the Principal.

Supervision arrangements:

- 3 x Probationary Meetings (if new to the school) during first three months of employment
- Termly formal review of performance with Line Manager (PDR process)
- Departmental/Team/Staff Meetings and Inset as required

Job Description Review	
This job description will be reviewed as and when necessary in accordance with the needs of the academy.	
Date of last review and by whom	October 2021 by Miss K M Heaton, Headteacher of the Primary Phase
Placed in the Support Staff Pay Framework	April 2019 by Mr P Mulholland, Principal and the HR Team (UL and WHGS)

Job Families – WHGS Roles	
Administration & Business Management	Administrators, Officers and Managers (Primary, Secondary & Sixth Form), Communications, Data, Exams, Exec Assistant, Finance, HR, Admissions, Reception, Reprographics
Pastoral & Student Welfare	Attendance, Counselling, Early Help, Impact Centre, Learning Mentor, Lunchtime Organiser, Medical Needs, Pastoral Support, Safeguarding, Specialist Learning Mentor, Student Support
Specialist & Technical	Food & Nutrition HLTA/Technician, Design Technology Technician, IT, Library/LRC, Science Technician
Teaching & Learning	Assistant SENCO, Cover Co-Ordinator/Supervisor, Functional Skills, HLTA, Teaching Assistant and L3 TA, Learning Support Assistant, Learning Support Manager, Specialist LSA
Premises & Facilities	Caretaker, Groundsman, Head Caretaker, Facilities Manager, Hirings Officer

Band	Description	Criteria for Pay Bands
Band 1	Support	Routine processes within well-defined procedures. Work subject to supervision and direction from senior colleague(s). No line management or budgetary responsibilities.
Band 2	Vocational	Supporting roles requiring a level of specialist skill/ knowledge. May assist professional staff/ management within their area of work. Work subject to supervision with support and guidance from senior colleague(s). May have supervisory responsibilities for junior colleagues.
Band 3	Professional	First level of professional responsibility. Responsible for a significant service within a function, requiring a significant level of specialist or technical skill/knowledge. May lead a small team/project focused within a specific specialism.
Band 4	Management	Management role responsible for a significant function, project or activity employing a high level of specialist knowledge/skill critical to the performance of a function or team. ELT or equivalent cluster level role.
Band 5	Senior Management	Senior professional or head of function. ELT and will manage other managers/specialists. Complete responsibility for relevant matters across the school. Considerable staffing and budgetary responsibilities across the school structure. Responsible to the Principal.
No Band	-	Works in school and has the same terms and conditions of WHGS staff, but is accountable to another organisation eg CCF, Manchester PE Association.

Support Staff Pay Bands 2020-2021				
Band	Description	Pay Range (FTE)	Sub-Bands (FTE)	Term Time Only (0.815)
Band 1	Support	Up to £18,000	Not applicable	Up to £14,670
Band 2	Vocational	£18,135 to £23,119	2A - £18,135 - £20,036 2B - £19,523 - £21,578 2C - £21,064 - £23,119	£14,780 - £16,329 £15,911 - £17,586 £17,167 - £18,842
Band 3	Professional	£23,119 to £30,825	3A - £23,119 - £26,201 3B - £25,174 - £28,770 3C - £27,743 - £30,825	£18,841 - £21,354 £20,517 - £23,448 £22,610 - £25,122
Band 4	Management	£31,339 to £48,831	4A - £31,339 - £34,421 4B - £34,421 - £37,504 4C - £37,504 - £48,831	£25,541 - £28,053 £27,053 - £30,566 £30,566 - £39,797
Band 5	Senior Management	From £45,000	Not applicable	From £36,675
No Band			Not applicable	