BYRCHALL HIGH SCHOOL

YOUR SCHOOL
YOUR FUTURE
YOUR COMMUNITY!



CANDIDATE INFORMATION PACK

TEACHING ASSISTANT/
SUPPORT ASSISTANT

THINK SMART | LOOK SMART | BE SMART

November 2026

Dear Applicant

Looking for a new challenge? Why not join us?

Teaching Assistant/Support Assistant
Salary: G3/G4

At an exciting time in our journey towards outstanding, we are seeking a capable and enthusiastic Teaching Assistant. The ideal candidate will be comfortable in their communications with young people, model our values, and command pupils' respect and trust.

Full training will be given and previous experience in a school environment is not essential.

Key duties include

- Support SEND students in lessons
- The supervision of students during lunchtime
- Promote good behaviour by acting as a good role model by following the school behaviour policy.
- Maintain the school ethos at all times.

Grade: G3 (pt 3-5) / G4 (pt 5-8)

	Full Time Equivalent (FTE)			**Term Time Only – 29.17 hrs per week**		
G3	**£25,614**	**to**	**£26,427**	**£16,885**	**to**	**£17,421**
G4	**£26,427**	**to**	**£27,709**	**£17,421**	**to**	**£18,266**

Start Date: January 2027
Contract: Permanent
Working Time: 29.17 hours per week, term time

For enquires and further information, please e-mail: jshaw@byrchall.wigan.sch.uk

Application forms are available from the school website: www.byrchall.wigan.sch.uk
Applications will be reviewed upon receipt and should be returned via email no later than 9:00am on Monday 7 December 2026, please email all applications to dpark@byrchall.wigan.sch.uk Early applications will be reviewed on receipt and may lead to the vacancy being closed earlier than scheduled.

This position is subject to Enhanced Disclosure Procedure.

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

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.

SEND DEPARTMENT INFORMATION

SEND – Personalised Learning Department

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 well-resourced department, with dedicated specialist rooms and provisions supporting the curriculum and social time. We cater for a wide variety of needs, including physical and sensory, communication and interaction, cognition and learning and Social, Emotional and Mental Health

The exiting team consists of a SENDCo, an Assistant SENDCo, two experienced senior HLTA's and a variety of Teaching assistants and support assistants working directly with the students both within the classroom and in delivering intervention and social support. This year we have had a clear focus on collaboration and upskilling the department, and staff, to meet changing need.

SEND is well recognised within the local community and our partnership schools. We are currently experiencing increasing numbers of students with SEND at school support and EHCP level. The number of EHCP's in September 2026 will have more than doubled in the last 12 months, and we have around 300 students on the SEN register.

This is an exciting time for the SEND department as increasing need brings further opportunities to expand the team with 3 more HLTA positions, and additional teaching assistant and support worker positions also being available, these are growth posts due to increasing need and pupil numbers. Providing an opportunity for personal and professional development, and the chance to work as part of a dedicated team committed to enhancing students lived experiences at school.

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.

TEACHING ASSISTANT

INTRODUCTION

MAIN PURPOSE

To provide support for students in lessons and at breaks and lunchtimes. This post contributes to continuous improvement in young people's learning experiences. You will set a positive personal example of a friendly and respectful conduct, and have a special regard for the development and needs of young people. Specifically as Teaching Assistant this will be achieved through excellent attendance, punctuality and acting as a good role model to students.

Job Purpose:

Under the direction of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and classroom.
To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.

Line Management

Reporting to – SENDCO/Assistant SENDCO/Senior HLTAs
Liaises with – Pupils, teachers, senior staff, visitors to the school

Liaising With

Headteacher, Senior Leadership Team, teachers and support staff, LA representatives, external agencies and parents.

Salary Scale

G3/G4

Working Time

29.17 hours per week, Term Time
Core school hours desirable, but job share/part time hours will be considered.

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.

General

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To supervise students at break and lunchtime providing a safe, orderly environment for students.
- To provide specialist support to students with barriers to learning on a one-to-one basis, in a small group or in or out of the classroom.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To undertake exam/test invigilation if required, including specialist support, ie. reading/scribing.
- To provide clerical/admin support, for example photocopying, collection of money.
- To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.

Support Assistant

- The supervision of students during lunchtime within the canteen and surrounding areas.

3. 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.

4. PERSONAL QUALITIES

- Work co-operatively with, and in support of all staff in school.
- 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.
- Positive demeanour.

5. 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 SPECIFICATIONS

TEACHING ASSISTANT

QUALIFICATIONS	Essential	Desirable
GCSE English and Maths (A to C OR 4/5 – 9) or equivalent	✓	
First Aid Certificate, or willing to undertake necessary training to provide first aid		✓

KNOWLEDGE AND SKILLS	Essential	Desirable
Basic knowledge and understanding of Education and child protection issues.	✓	
Can demonstrate good numeracy and literacy skills	✓	
Ability to communicate effectively and relate well with a wide range of children and adults with varying abilities and needs	✓	
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	✓	
Ability to plan and manage your own workload and meet deadlines	✓	
Ability to work alone with minimum supervision	✓	
Can demonstrate good basic I.T. skills and ability to use Word and basic database programme (i.e. Microsoft Office)		✓
An awareness of current issues facing schools and education		✓
An appreciation of the different levels of accountability within the school, Governing Body, LA and DfE		✓
Proven ability to identify opportunities for improvement in services		✓

QUALITIES	Essential	Desirable
Commitment to and the ability to support the distractive 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	✓	
Maintain confidentiality where appropriate	✓	
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	✓	

SUPPORT ASSISTANT

QUALIFICATIONS	Essential	Desirable
GCSE English and Maths (A to C OR 4/5 – 9) or equivalent		✓
First Aid Certificate, or willing to undertake necessary training to provide first aid		✓

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