



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



HLTA (WITH
ADDITIONAL
AFTER SCHOOL
CARE HOURS)



Information for
Candidates

June 2025

Contents

1. The Organisation

- a. The Foundation's Aim
- b. The Role
- c. Location

2. Job Specification

3. Person Specification

4. Terms of Appointment and Benefits

5. How to Apply

For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,760 pupils and around 425 employees covering both teaching and support staff. Governance comes from a governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

Working as part of a team in a busy, caring and friendly school environment we are looking to appoint a Higher Level Teaching Assistant who will work across our school.

The successful applicant will assist our Classroom Teachers as well as undertaking playground, lunchtime cover and cover when teaching staff are absent. They will be our first point of contact when teachers are absent and will need to be flexible and happy to work in any year group as required.

The post is temporary for the academic year 2025-26 and is Term Time only (including INSET).

The hours are 40 per week, working Monday to Friday, Term Time only (including INSET). However, there may be some flexibility around the total hours, and the ASC hours, with part time working a possibility. This can be discussed at interview.

The work pattern is:

- 8.30 am to 3.30 pm (with a half hour unpaid lunch break) as a HLTA
- 3.30 pm to 5.00 pm in After School Care

The total actual salary will be £21,917.51 pa.

Please only apply if you have a valid HLTA qualification and please include information about the number of hours you would be looking to work as a HLTA.



Job Description

Reporting to: Head of Wakefield Grammar Pre-Preparatory School

Policy/Strategic direction and development:

- Contribute to the whole school strategic plan, as required by the Head
- To take some responsibility to ensure that strategies are embedded

Main Duties and Responsibilities:

- Work alongside other members of the team and with teachers to establish and maintain an appropriate learning environment.
- To liaise with and work alongside others in producing displays.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Set up the learning environment as directed for activities, maintaining a tidy area and clearing away at the end of the school day.
- To work, on a one to one basis or a small group of pupils, as directed and instructed by the teacher, ensuring learning activities are recorded and progress noted.
- To work with individualism, classes or small groups of pupils providing support as required in all aspects of the curriculum.
- To support the teacher by carrying out whole group activities when asked to do so.
- To assist the teacher with pastoral matters.
- Under the direction of the teacher, monitor and evaluate pupil responses to learning activities through observation and recording achievement.
- Provide objective and accurate feedback and reports as required to the teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and/or reporting any concerns as necessary in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To produce teaching resources and perform regular administrative tasks as required e.g. preparing workbooks, photocopying, filing etc.
- To accompany and supervise pupils on visits, trips and out of school activities as required with emphasis on the learning objectives of the activity.
- Playground supervision and other supervision of pupils e.g. in the dining hall to oversee the health, safety and general behaviour of the children.
- Attend to the children's physical welfare, provide support when ill and act as first aider as part of a team.

Extra-curricular activities:

- Actively promote interest in subjects/ issues outside the immediate physical and timetabled confines of the department.

Communications / Marketing and external links, including public occasions

- Actively promote learning and teaching within the school community to staff, students and parents.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Actively contribute to marketing events and external links.

Management of resources

- Ensure that all resources are fit for purpose and used in accordance with H&S guidelines.

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the School.
- Attend relevant staff meetings or other meetings as required.
- Attend Inset Days incorporating staff training, staff meetings, Information Morning on the first Saturday in October and additional events e.g. new parents evening as required (including where these may fall on non-contracted days).
- To hold a First Aid qualification, including the emergency application of epi-pens and inhalers in accordance with agreed School procedures (if the post holder doesn't currently have this, they would be prepared to undertake the training to gain this qualification)
- Any other duties that may be reasonably required within the grade and scope of the role.

Person Specification

The following are the essential criteria to undertake the job competently:

- Relevant NVQ Level 3 qualification in Child Care for working with children.
- A minimum of one year's experience working with or caring for children, preferably in the age range 3 – 7
- Able to relate well to children and adults (colleagues and parents).
- Understanding of principles of child development and learning processes.
- Good literacy/numeracy skills.
- Excellent communication and interpersonal skills with the children, staff and parents.
- Confidence to follow planning and deliver whole class teaching.
- To be confident in using emails and Interactive White Boards.
- Able to use own initiative and work independently.
- Flexible and able to adapt to changing demands.
- Able to work constructively as part of a small team.
- Ability to use relevant technology e.g. ICT to support learning.
- Willing to participate in extracurricular activities.
- Patience, tact and diplomacy.
- Ability to maintain confidentiality and handle such information sensitively.
- Relevant knowledge of paediatric first aid (or willingness to be trained).
- An understanding of child protection.
- An empathy with the ethos and values of WGSF.

Terms of Appointment

Contract

This position is a fixed term position, until 31st August 2026

Appointment date

To commence September 2025

Hours of work

40 hours per week/Term time only.
Part time working will be considered.

Salary

HLTA (Dependent upon agreed hours):
Grade H1, £26,398 pa (FTE)

After School Care (Dependent upon agreed hours):
Grade G1, £23,923 pa (FTE)

Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); evidence of HLTA qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Applications can be made via our website www.wgsf.org.uk and further details, including the job description can be obtained from Mrs Emma Gill, Head of WGPPS by email at egill@wgsf.net or by contacting HR, hr@wgsf.net

The closing date for applications is 9.00 am on Thursday 19th June 2025

Interviews will be held on Tuesday 24th June 2025

Important: Please only apply if you have a valid HLTA qualification.

