

## High Level Teaching Assistant (HLTA )

Job Start: September 2025  
Location: The Woodroffe School, Lyme Regis, DT7 3LX  
Salary: Grade 9 (Point 19 - 25) £16.10 - £18.26  
Term: Fixed Term Contract with support of funding

The post is full time, term time only, fixed term contract until 31<sup>st</sup> August 2027 or earlier, depending upon the Local Authority funding. The hours of work are 37 hours per week, ie 8.15 am until 4:45pm Mon – Thursday and 8:15am – 4:15pm Fridays all with one hour unpaid lunch break. Term time only equates to 39 weeks per annum ie 38 term weeks and five staff training days.

For term time only employees leave takes the form of additional pay weeks over and above the number of weeks worked. For term time only employees with under five years' service the number of pay weeks is 45.85. For those with over five years' service this increases to 46.49. No leave can be taken during term time.

Under the Dorset LA Job Evaluation initiative, the salary for this post has been agreed at Grade 9, with a pay range from 19 - 25 ie £31,067 - £35,235 per annum. The salary for this post, on a pro rata basis, will be £27,325 per annum. This sum is divided into twelve equal monthly payments, which are paid directly into a bank or building society account.

The Governing Body is fully committed to the welfare and development of its staff both teaching and non-teaching. For the benefit of staff and students the school operates a no smoking policy.

**Closing date: 9am 13<sup>th</sup> May 2025**

**For further information on the application, please contact Racheal Rattenbury, Head's PA/Personnel Manager, (01297 442232 or email: [rattenbury@woodroffe.dorset.sch.uk](mailto:rattenbury@woodroffe.dorset.sch.uk))**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We value the diversity of our workforce and are pleased to receive applications from all sections of the community. The above post is subject to satisfactory DBS Enhanced Disclosure Certificate with Barred List Check (Child) via the Disclosure and Barring Service.