



# Millfield Primary School

Grange Lane, Littleport, Ely, Cambs CB6 1HW  
Tel: 01353 861612 Email: [office@millfieldprimary.org](mailto:office@millfieldprimary.org)  
Principal: Mrs D M Hannaford Vice Principal: Mrs W Lee



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

June 2022

Dear Applicant,

Thank you for your interest in the post of Level 3 Teaching Assistant or HLTA at Millfield Primary School. The successful candidate will start in September and will be working in KS2- either within the Lower KS2 Team or within the Upper KS2 Team. This is a permanent position. Your salary will be determined by skills and experience.

## What does the role entail?

1. Under the direction of the Class Teacher or Progress Leader, teach identified individuals and small groups whose learning needs supporting or accelerating
2. Teach whole classes, within the team you work on a daily basis, for example when the teacher is having PPA or leadership time, or to cover short term teacher absence.

## Midday Supervisor

In addition our TAs undertake 1 hour per day as a Midday Supervisor

## Hours of work

The hours are 28.75hrs per week as a TA, starting at approx 8:15am every day and with a half hour unpaid lunch break; in addition 5 hours a week are as a MSA. Therefore the total paid hours a week are 33.75 plus half an hour each day unpaid lunch break.

## Weeks

The weeks worked are 39, which is term-time plus 5 Professional days.

## Rate of Pay

The salary will be determined by skills and experience, the L3 range starts at £12.09 per hour and the HLTA range starts at £13.35 per hour. The hourly rate is based on 33.75hrs and paid weeks of 44.28. Pay is spread over 52 weeks.

## Class Organisation from September

- 2 Foundation classes
- 2 Year 1 classes
- 2 Year 2 classes
- 2 Year 4 classes
- 2 Year 5 classes
- 2 Year 6 classes

Cont'd/....

### Working within a team

All our TAs are part of a team, led by our SENCo, the team leader (Progress Leader) and class teacher. We take great pride in the fact that all our staff work very closely together, supporting and challenging each other so that we provide the best we can for our children.

### A little bit about the school

Millfield Primary School is an above average sized primary school expanding over the next 2 years to approximately 420 children. It serves part of the growing town of Littleport which is close to the city of Ely. Almost all pupils are of white British heritage with a few pupils with English as a second language. Pupils come from a wide range of backgrounds and overall, whilst their social and economic circumstances are broadly average, two thirds sit within 'low average'. The school has broadly average FSM and SEN but the children tend to start school with poor language and communication skills.

If you feel you would like to apply, please complete the application form enclosed, with an accompanying letter of application of no more than two sides of A4 paper that shows how you meet the person spec; CVs will not be accepted. Visits are warmly welcomed and can be arranged by emailing [office@millfieldprimary.org](mailto:office@millfieldprimary.org) or by telephoning Amanda Bidecant on 01353 861612.

**The closing date for applications is close of the school day on Friday June 24th 2022.**

Yours sincerely,



Mrs D. M. Hannaford  
Principal

