

THE WOODLANDS ACADEMY

TERMS & CONDITIONS OF EMPLOYMENT

GENERAL TEACHING ASSISTANT (SEN)



Terms and Conditions of Employment

Term Time Only Working:	General Teaching Assistants are paid for 39 weeks and are required to attend training days on a pro-rata basis.
Fixed Term:	The appointment is on the basis that it is for a fixed term. The contract will terminate at the end of the specified period and additional or further notice of this termination will not be given. The contract may be terminated prior to the end date specified. If there is a need to leave employment or if the Academy wishes to terminate employment before the specified end date the appropriate notice period will apply.
Payment of Salary:	Salary is paid monthly on the last day of the month. Salary is paid directly by bank transfer into a bank/building society account.
Annual Leave:	<p>The minimum leave entitlement for full time staff is 23 days per year in the first and second years of service. This entitlement increases by 1 day per year in years 3, 4 and 5 to a maximum of 27 days after 5 years continuous service. It increases again to 30 days after 10 years continuous service and to 33 days after 15 years continuous services.</p> <p>The annual leave year is from 1 April to 31 March. If employment starts part way through the leave year there is an entitlement to annual leave proportionate to the number of completed months' service that are worked.</p> <p>There is an entitlement to 8 public holidays.</p> <p>For staff working school term time only, the leave entitlement above is incorporated as part of the payment in the pro-rata salary calculation. It is a condition of employment that there is a requirement to work for the full period of each term and the taking of annual leave during this time is not permitted.</p>
Pension Scheme:	Membership of the Local Government Pension Scheme is automatic. Should membership of the Local Government Pension Scheme not be required then there is an option to opt out.

Offer of Employment:

Confirmation of appointment is subject to satisfactory:

Medical Clearance

DBS Clearance

2 Satisfactory References

Verification of qualifications

Proof of Identity

Probationary Period:

Confirmation of appointment will be subject to the satisfactory completion of a 6 month probationary period for new starters.