

How to Apply





Job Description

Job Title: Teaching Assistant for BFLPT (Based at Hungerhill School)

Band: Grader 5, Scale Points 4–6

Responsible to: SENDCO

Job Description:

- To support and complement the professional work of teachers within the department by delivering agreed learning activities under the direction and supervision of teaching staff.
- To promote and enhance students' learning across a range of classroom settings, including supporting individuals and small groups.
- To provide targeted work, care and support programmes that enable students to access learning and achieve their full potential.

Main Duties and Responsibilities:

- Demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people within the school.
- Contribute positively to the overall ethos, values and aims of the school through a professional and supportive approach.
- Adhere to all school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting any concerns appropriately.
- Promote equality, diversity and inclusion, ensuring all students are valued and supported.
- Contribute to written and verbal reports as required by the SENDCO.
- Attend relevant meetings, training and professional development opportunities to maintain and develop knowledge and skills.
- Support the supervision of students outside lesson times, including before and after school, breaktimes, lunchtimes, clubs and extra-curricular activities.
- Assist with departmental administrative tasks as directed by the SENDCO or Assistant SENDCO.

Support for Students:

- Build positive and productive relationships with students, acting as a role model and maintaining high expectations.

- Support the implementation of Education, Health and Care Plans (EHCPs) and SEND Support Plans.
- Provide guidance and encouragement to help students make informed choices regarding their learning, behaviour and attendance.
- Promote the inclusion, participation and acceptance of all students within the classroom environment.
- Provide consistent support tailored to students' individual needs and learning styles.
- Encourage students to interact positively, work collaboratively and engage fully in learning activities.
- Foster independence by using strategies that recognise and celebrate achievement and self-reliance.
- Apply specialist skills, training and experience to support students effectively.
- Support the supervision and engagement of students who are excluded from, or not following, a normal timetable.
- Motivate and challenge students while promoting confidence, resilience and self-esteem.

Support for the Teacher:

- Assist in creating and maintaining an effective learning environment and preparing appropriate resources.
- Deliver learning activities and support teaching and learning objectives under an agreed system of supervision, adapting tasks where appropriate.
- Provide accurate and objective feedback on student progress, achievement and behaviour, supported by appropriate evidence.
- Support the monitoring and recording of student progress during lessons and activities.
- Contribute to the implementation of effective behaviour management strategies in line with school policy.
- Promote positive behaviour, self-discipline, independence and respect within the learning environment.

- Support the administration and invigilation of examinations and assessments where required.
 - Adapt lesson materials and resources to meet the needs of individual learners.
 - Maintain a purposeful, organised and productive working environment.
 - Promote the health, safety and wellbeing of students at all times.
 - Support students' access to learning through the effective use of strategies, resources and interventions.
 - Work collaboratively with teaching staff to plan, evaluate and adapt learning activities as needed.
 - Monitor and evaluate student responses and progress against agreed action plans through observation and feedback.
 - Support the role of parents and carers in students' learning by contributing to meetings and providing constructive feedback on progress and achievement.
 - Develop and maintain positive relationships with parents and carers, facilitating effective communication and partnership working.
- Support for the Curriculum:**
- Deliver learning activities and national learning strategies within an agreed framework of supervision, adapting approaches in response to students' needs.
 - Select, prepare and adapt resources to support learning, taking account of students' interests, language needs and cultural backgrounds.
 - Prepare and use specialist equipment, resources and learning plans to support students effectively.
 - Implement agreed teaching programmes and learning activities, adjusting delivery in response to students' progress and engagement.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.



Person Specification

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Education:	Essential	Desirable
I Demonstrates a good standard of literacy and numeracy, evidenced by GCSE English and Mathematics at grades A–C (9–4) or equivalent qualifications	✓	
I Evidence of continuous professional development		✓
I Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate	✓	
Experience:		
I Previous experience of working with young people.	✓	
I Experience of computerised systems		✓
I Experience of working within a secondary school environment		✓
I Previous experience with children with special needs		✓
Knowledge and Skills:		
I Excellent written and verbal communication skills	✓	
I Knowledge of issues relating to the safeguarding and welfare of children.		✓
I Excellent communication and listening skills	✓	
I Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT	✓	
I Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
I Efficient and effective organisational skills	✓	
I Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
I Current educational issues and barriers to learning		✓
I Basic understanding of how to teach literacy and numeracy		✓
Personal Qualities:		
I Excellent interpersonal skills		
I An ability to establish positive relationships with young people	✓	
I Commitment to teamwork and establishing positive professional relationships	✓	
I Efficient and effective organisational skills	✓	
I Sound judgement, tolerance, and respect of others	✓	
I Confident and enthusiastic	✓	
I Reliable	✓	
I Confident in taking responsibility and working on own initiative	✓	
I Flexible and adaptable	✓	



How to Apply...

Thank you for your interest in joining BFLPT.

For an informal, confidential discussion about this role, please contact **Kelly Booth** on **01302 885811** or email **Booth.k@hungerhillschool.com**

The closing date for applications is **9am on 29 June 2026**

Interviews are scheduled **to be confirmed**

Applicants are advised to read the BFLPT Recruitment Pack carefully, in conjunction with the job description and person specification, prior to submitting an application.

To apply, please submit:

- A completed application form
- A supporting letter
(maximum two A4 pages) outlining:

- Your motivation for applying
- How you meet the person specification
- The experience, skills and qualities you would bring to the role

To begin your application, please follow the link on our Trust website: [Brighter Futures](#)

If invited to interview, where modifications/reasonable adjustments are required for a disability, it is the candidate's responsibility to notify the school/Trust in advance.



BFLPT is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company number 07939747) whose registered office is at Hungerhill Lane, Edenthorpe, Doncaster DN3 2JY



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