

How to Apply





Job Description

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

Band: Grader 6, Scale Points 6–11

Responsible to: SENDCO

Job Purpose:

- Work in partnership with the SENDCO to plan, coordinate, and implement the effective deployment of learning and teaching support resources across the school, ensuring provision aligns with identified curriculum needs and Education, Health and Care (EHC) Plans.
- Collaborate closely with curriculum departments to deliver high-quality support and inclusive learning opportunities for all students, particularly those with Special Educational Needs and Disabilities (SEND).
- Lead, support, and develop a small team of Teaching Assistants within designated curriculum areas to ensure consistently effective practice and positive student outcomes.

Key Duties and Responsibilities

Professional Standards and Safeguarding:

- Act as an outstanding role model, demonstrating consistently high personal and professional standards while promoting high expectations across the Trust.
- Promote and safeguard the welfare of children, young people, and vulnerable adults in accordance with statutory guidance and Trust safeguarding policies.
- Foster positive relationships and maintain professional, respectful communication with students, colleagues, parents/carers, governors, and the wider community.
- Demonstrate a reflective approach to practice, setting personal development targets and engaging in continuous professional development.
- Adhere to and implement Trust-wide policies, procedures, and quality standards.
- Contribute to quality assurance, monitoring, and evaluation processes to ensure compliance and continuous improvement.

Leadership and Performance Management:

- Lead, motivate, and support staff within the team to achieve high standards of performance and practice.
- Undertake effective performance management for identified staff, supporting the development and embedding of best practice across the school.
- Participate fully in the school appraisal process as both Appraiser and Appraisee.
- Provide leaders and colleagues with high-quality advice, guidance, and support within the area of responsibility.
- Support the induction, training, and ongoing professional development of Teaching Assistants and other support staff.

Stakeholder Engagement:

- Lead and contribute to the planning and delivery of staff training related to SEND and inclusive practice.
- Develop and maintain effective partnerships with external agencies, professionals, and support services relevant to the role.
- Provide regular reports, updates, and recommendations to the SENDCO regarding provision, interventions, and student progress.
- Ensure communication with parents/carers and key stakeholders is professional, timely, effective, and solution focused.

Curriculum and Student Support:

- Promote and support the implementation of an inclusive curriculum within departmental meetings and curriculum planning.
- Build positive, professional relationships with students, acting as a role model and promoting high aspirations and independence.

- Use specialist knowledge, skills, and experience to provide tailored support for students with a range of learning needs.
- Support students consistently while recognising and responding appropriately to individual learning, emotional, and behavioural needs.
- Work collaboratively with teachers to establish purposeful, inclusive, and engaging learning environments.
- Identify, alongside Curriculum Leaders and teachers, students requiring targeted intervention to secure understanding of key curriculum concepts.
- Plan, deliver, and evaluate targeted interventions to support student progress and achievement.
- Contribute to the development, implementation and review of student “Learning Profiles” within curriculum areas.
- Provide constructive feedback to students to support progress, confidence, and achievement.
- Produce accurate records, reports, and evidence relating to student progress and outcomes, as required.
- Administer and assess routine tests and support the invigilation of examinations where appropriate.
- Deliver agreed learning activities and teaching programmes, adapting approaches in response to student needs and progress.
- Work collaboratively across departments to ensure interventions are effectively planned, coordinated, and monitored.
- Provide guidance, supervision, and support for staff, contributing to training and development where appropriate.

Additional Responsibilities:

The nature of this role requires flexibility and a willingness to respond to the evolving needs and priorities of the school and Trust.

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

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

Band: Grader 6, Scale Points 6–11

Responsible to: SENDCO

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 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



General Enquiries
01302 892937

Academy Bungalow
Hungerhill Lane
Edenthorpe
Doncaster DN3 2JY