



Brighter Futures Learning Partnership Trust

APPLICATION INFORMATION

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Job Description

JOB TITLE: Teaching Assistant

BAND: BAND 5 (SCP 4-6) £14,562 - £15,027

RESPONSIBLE TO: SENDCO

Post Description:

- To complement the professional work of teachers within the appropriate department by taking responsibility for agreed learning activities under an agreed system of supervision.
- To advance students learning in a range of classroom settings, including working with individuals and small groups.
- To undertake work/care/support programmes to enable access to learning for students.

Main Duties and Responsibilities:

General Responsibilities:

- Be committed to safeguarding and promoting the welfare of children and young people within the school.
- Act in a loyal and professional manner around the school and to contribute to the overall ethos/work/aims.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Aware of and support difference and ensure equal opportunities for all.
- Contribute to reports, written or verbal, as deemed necessary by the SENDCO.
- Attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.
- Assist with the supervision of students out of lesson times, including before and after school and at break or lunchtime, e.g. clubs, extra-curricular activities.

- Support administrative tasks within the department as directed by the SENDCO/Assistant SENDCO.

Specific Responsibilities

Support for Students

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Support the implementation of Education Health care plans and SEND Support plans.
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist skills/training/experience to support students.
- Support the supervision of students excluded from, or otherwise not working to, a normal timetable.
- Challenge and motivate students, promote and reinforce self-esteem.

Support for the Teacher

- Support appropriate learning environment and resources.
- Within an agreed system of supervision, deliver challenging teaching and learning objectives and adjust lessons/work plans as appropriate.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Support the recording of progress and achievement in lessons/activities.
- Contribute to the implementation of appropriate behaviour management strategies.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

- Invigilate exams/tests related to the specialist subject as required.
- Adaptation of lesson resources as required.
- Support the maintenance of purposeful, orderly and productive working environment.
- Always promote the health and safety and good behaviour of students.
- Support students access to learning using appropriate strategies, resources, etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate student responses and progress against action plans through observation.
- Supporting the role of parents in students learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement, etc.
- Support constructive relationships with parents/carers, exchanging information, facilitating their support for their child.

Support for the Curriculum

- Deliver learning activities and national learning strategies to students within agreed system of supervision in specialist area and adjusting activities according to student responses/needs.
- Select and adapt resources necessary to support learning activities, taking account of students' interests and language and cultural backgrounds.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs.



Person Specification

POST: Teaching Assistant, based at Hungerhill school for Brighter Futures Learning Partnership Trust

Qualifications	Essential	Desirable
Education: <ul style="list-style-type: none"> ➤ Demonstrates a good standard of literacy and numeracy, evidenced by GCSE English and Mathematics at grades A–C (9–4) or equivalent qualifications ➤ Evidence of continuous professional development ➤ Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate 	<p>✓</p> <p>✓</p>	<p>✓</p>
Experience: <ul style="list-style-type: none"> ➤ Previous experience of working with young people. ➤ Experience of computerised systems ➤ Experience of working within a secondary school environment ➤ Previous experience with children with special needs 	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Knowledge and skills	Essential	Desirable
<ul style="list-style-type: none"> ➤ Excellent written and verbal communication skills 	<p>✓</p>	

<ul style="list-style-type: none"> ➤ Knowledge of issues relating to the safeguarding and welfare of children. ➤ Excellent communication and listening skills ➤ Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT ➤ Ability to prioritise and manage own workload to meet appropriate deadlines ➤ Efficient and effective organisational skills ➤ Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues ➤ Current educational issues and barriers to learning ➤ Basic understanding of how to teach literacy and numeracy 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>
Personal qualities	Essential	Desirable
<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ An ability to establish positive relationships with young people ➤ Commitment to teamwork and establishing positive professional relationships ➤ Efficient and effective organisational skills ➤ Sound judgement, tolerance, and respect of others 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>

➤ Confident and enthusiastic	✓	
➤ Reliable	✓	
➤ Confident in taking responsibility and working on own initiative	✓	
➤ Flexible and adaptable	✓	

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.



How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete an application form through my new term **(CV's will not be accepted for this post)**

Closing date for applications is Monday 23rd February 2026

Interviews will be held on TBC

*Please note that if you have not been contacted by Friday 27th February 2026 you have not been shortlisted for interview.

Good luck with your application



in collaboration with
HUNGERHILL
POST 16

