

## Teaching Assistant VACANCY

Are you ready to make a real difference in the lives of young people who need it most?

Are you ready for the next challenge?

We are seeking an exceptional, compassionate, and resilient Teaching Assistant to join our dedicated team at Kickstart Academy, a dynamic and nurturing Pupil Referral Unit supporting students who have experienced barriers to learning in mainstream education.

### Why Join Us?

- **Impact lives daily:** we help students re-engage with learning, rebuild confidence, and develop essential life skills.
- **Be part of a passionate team:** work alongside skilled professionals committed to restorative approaches, trauma-informed practice, and inclusive education.
- **Every day is different:** support students with complex needs in a setting that values creativity, flexibility, and humour.
- **Ongoing development:** access high-quality training in behaviour support, SEMH, SEND, and de-escalation techniques.



### We are looking for someone who:

- Builds strong, trusting relationships with young people.
- Has experience supporting students with social, emotional, and mental health needs (SEMH) or those at risk of exclusion.
- Is calm, patient, and consistent – even in the face of challenge.
- Works collaboratively and supports the vision and values of our PRU.
- Is committed to helping all students access education and achieve their potential.

### In return, we offer:

- A supportive and forward-thinking leadership team.
- A culture of care, respect, and ambition.
- Opportunities to contribute to whole-school development.
- Clear progression routes and support into teacher training (if desired).



## Why Join Us?

At our school, staff wellbeing isn't an afterthought – it's at the heart of how we work. Here's what you can look forward to:

- A culture of warmth and growth – work-life balance isn't just a slogan; it's how we practice every day.
- Free breakfast & hot drinks every morning – no rushing, just time to enjoy a calm start together as a team.
- Early Friday finish – giving you time for family, school pick-ups, Friday prayers, or simply to start your weekend early.
- Supportive daily routine – a morning briefing to set the day up for success, and time at the end of each day to reflect, share, and leave work challenges behind.
- Personal & practical touches – staff lockers for your belongings and reserved parking bays so your mornings are stress-free.
- Compressed hours & term-time-only contracts – meaning more annual leave than the statutory minimum to spend with family or on hobbies that matter to you.
- Flexible and compassionate approach to absence – because we know family comes first.
- Commitment to your growth – funded CPD and guaranteed professional development days to help you flourish in your career.
- Complimentary Staff Wellbeing Advisory Service (SAS) – offering confidential support via the app or telephone/email for physiotherapy, counselling, nurse support, and other well being services.

## Who are we:

Kickstart Academy is a key stage 4 (years 10 and 11) alternative provision based in Telford and became part of the Learning Community Trust in September 2023.

We provide learning programmes for 60 students who are referred from within the Telford and Wrekin area. This referral takes place through the well-established Fair Access Process (FAP), due to behaviour concerns, being at risk of permanent exclusion, or those that are permanently excluded from school.

We pride ourselves in supporting students with a wide range of special educational needs, including SEMH difficulties, language and learning needs and neurodevelopmental conditions, such as ASC and ADHD. The support students receive from the academy is intended to support our students to return to mainstream education. Where this is not viable, students remain with us, and we look to achieve the best possible outcomes for them.



Our ethos at Kickstart is for students to learn and develop as a young person in the most positive way possible, we pride ourselves on giving students the opportunity to better themselves.

## Purpose of the role:

The purpose of this role is to support students to access learning and education, promote personal development and reinforce positive behaviour. Teaching Assistants contribute to the calm and positive learning environment by establishing positive and respectful relationships with students, following strategies in individual behaviour support plans to support emotional regulation and support inclusion of all students.

## Skills required:

- Ability to build good relationships with young people, teachers and parents.
- Ability to implement strategies to deescalate behaviours that can challenge and learn strategies to support emotional regulation.
- Ability to support engagement and inclusion.





Ready, Respectful, Safe

- Ability to think in a solution focused way.
- Strive for quality of best practice within our school values of students first.

You should be an enthusiastic and committed professional who is flexible and reliable and able to work on your own initiative, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive to undertake the range of duties and the ability to work accurately and consistently.

**Academic Year 2025-26 working hours:**

Monday - Thursday: 8.30am-4pm

Friday 8.30-3.30pm

**What's included:**

- Permanent contract
- Salary range Scale 3, Point 5-6, £25,583-£25,989 pro rata to term time only
- 34.5 hours per week (Term Time plus 5 PD days)
- Continuing Professional Development
- Local Authority Pension Scheme

This is more than a job – it's a calling. If you're an outstanding practitioner ready to inspire, support, and champion young people who need a second chance, we'd love to hear from you.

If you have been interested in this advert but are not sure if your skills meet the requirements, please get in touch. Transferrable skills are highly valuable, particularly if you have lived experience of working in high pressured environments where you have worked collaboratively to reach a positive outcome for young people.

# GENERAL DUTIES AND RESPONSIBILITIES

## Teaching Assistant

- To work with students as individuals or within small groups under the guidance and direction of, and organised by, teaching staff.
- To liaise with the class teacher in discussing the work set for the students and report on the success or otherwise of the work set.
- To refer to daily planning completed by class teachers and to complete any part of that planning that requires your contribution.
- To deliver additional support programmes as required.
- To liaise with the Headteacher and Senior Leadership Team and discuss EHCPs and support programmes for students with special needs.
- To assist with the preparation of programmes of work for students, under the guidance of the teaching staff.
- To undertake general classroom support tasks including the preparation of resources and the setting out and putting away of equipment.
- To undertake the daily registration of students and liaise with pastoral staff over matters of absence.
- To accompany students on visits as required.
- To support the educational and social development of students.
- To promote inclusion and acceptance of all students.
- To contribute to reviews, assessments and observations as required.
- To work with other professionals e.g., Speech Therapists, Learning Support Advisory staff.



- To support students to meet their specific needs and individual targets as required.
- To promote children's welfare and actively promote and uphold the school's safeguarding policies and procedures to ensure the safety and well-being of all young people.
- Actively promote and uphold the school's safeguarding policies and procedures to ensure the safety and well-being of all young people.
- To promote children's welfare.
- To have a child-centred approach.
- To ensure that child protection concerns are passed on the Headteacher.
- To attend and participate in training as required to meet the needs of students.
- To attend team and staff meetings as required.
- To invigilate exams.
- To engage in an appraisal programme to promote professional development.
- To supervise students during lunch times.
- To supervise students during break times.
- To supervise students coming into and leaving the building.
- To administer first aid and medication as required.
- To undertake any reasonable tasks commensurate with the title and grade of the post.

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Headteacher.

## PERSON SPECIFICATION

### Teaching Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong academic record <b>including</b> Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form).</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications relating to the role of TA (or evidence of working towards gaining such qualifications).</li> <li>• Good Higher Education or Further. Education qualifications including QTS.</li> <li>• First Aid qualifications.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children or young people.</li> <li>• Excellent literacy knowledge and skills.</li> <li>• Ability to monitor student progress.</li> </ul>	<ul style="list-style-type: none"> <li>• *Experience of:               <ul style="list-style-type: none"> <li>➢ Teaching and supporting children with SEN.</li> <li>➢ Working with and supporting children with challenging behaviour.</li> <li>➢ Running intervention programmes.</li> </ul> </li> <li>• Knowledge of KS4 assessment, curriculum and planning.</li> </ul>

<b>Personal</b>	<ul style="list-style-type: none"> <li>• Enjoy working with young people.</li> <li>• Able to have a good rapport with young people.</li> <li>• Dedicated to safeguarding and promoting the welfare of young people.</li> <li>• Enthusiastic.</li> <li>• Hardworking, flexible and motivated.</li> <li>• Team player and excellent interpersonal skills.</li> <li>• Excellent verbal communication skills including ability to communicate effectively with carers and parents.</li> <li>• Able to take the initiative.</li> <li>• Confidentiality and sensitivity.</li> <li>• Organised with good time-management skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Positive and enthusiastic when faced with challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with and manage young people with challenging needs – EAL, SEN and very able students.</li> <li>• Ability and experience of communicating with parents within a school context.</li> <li>• Good IT skills.</li> <li>• Skills and interests that could help enrich learning e.g. cooking, gardening, music and so on.</li> </ul>
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\*It is an advantage, but not essential, for applicants with the experience highlighted above.

