

1 x 31.5 hour post and 1 x 24.0 hour post

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 Outreach Mentor 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:

- To provide outreach support for pupils who are presenting with behaviour that challenges.
- To promote inclusion and provide a specialist advisory and support service to schools and school staff in relation to supporting young people with SEMH needs and strategies to prevent fixed-term suspensions and permanent exclusions.
- Support reintegration into mainstream education or transition to other appropriate settings.
- Deliver targeted interventions and enrichment activities in the community or the home setting.



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.
- 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.

31.5 hour post and academic year 2025-26 working hours:

Monday, Tuesday, Wednesday and Thursday: 9am-4pm
Friday: 9-3pm

24 hour post and academic year 2025-26 working hours:

Monday and Tuesday: 9am-4pm
Thursday and Friday: 9am-3pm

What's included:

- Fixed term contract in the first instance
- Salary range Scale 5, Point 17, £31,022 pro rata to term time only
- 31.5 hours per week (Term Time plus 5 PD days) or 24 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.

Visits are warmly welcomed. To arrange a visit or request more information, please contact Dawn Rogers on 01952 951413 or email dawn.rogers@lct.education.

GENERAL DUTIES AND RESPONSIBILITIES

Outreach Mentor

- Develop action plans for pupils facing particular difficulties, and work with staff and parents/carers to put them in place.
- Support pupils' successful transition to the next phases of education and reintegration into mainstream education.
- Where appropriate, visit pupils at home to discuss issues and plan next steps.
- Provide 1:1 and small group mentoring in outreach settings.
- Support students in developing self-regulation, resilience, and positive coping strategies.
- Liaise with families, carers, and external professionals to ensure a holistic approach to student support.



- Monitor and record student progress, behaviour, and engagement.
- Support reintegration into mainstream education or transition to other appropriate settings.
- Deliver targeted interventions and enrichment activities in the community or the home setting.
- Promote a safe, inclusive, and nurturing environment beyond the classroom.
- To liaise with the Headteacher and Senior Leadership Team and discuss EHCPs and support programmes for students with special needs.
- In collaboration with our Family Liaison Officer, support attendance and punctuality of all students to their online learning sessions, and work to improve attendance rates where issues are identified, recognising how this links to students' wellbeing and safety.
- Work collaboratively with appropriate external agencies to support students' development, progress and future pathways.
- Network with other learning mentors and local SEND/safeguarding partners to share and promote best practice.
- Maintain accurate and up-to-date records, and prepare written evaluations and reports.
- To promote inclusion and acceptance of all students.
- To contribute to reviews, assessments and observations as required.
- To accompany students on visits as required.
- To support the educational and social development of students.
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- 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.
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- 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

Outreach Mentor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Strong academic record including Maths and English GCSE grade C (or equivalent) or better. (Please include this information in your application form). 	<ul style="list-style-type: none"> Mentoring or youth work qualifications. Good Higher Education or Further Education qualifications. First Aid qualifications.
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with children or young people, and managing situations that challenge. Assessing pupils' needs and barriers to learning. Delivering programmes for pupils with challenging behaviour, including 1-1, small group and whole class activities. Excellent literacy knowledge and skills. Ability to monitor student progress. 	<ul style="list-style-type: none"> *Experience of: <ul style="list-style-type: none"> Supporting children with SEN. Working with and supporting children with challenging behaviour. Running intervention programmes. Knowledge of KS4 assessment, curriculum and planning.
Personal	<ul style="list-style-type: none"> Enjoy working with young people. Able to have a good rapport with young people. Dedicated to safeguarding and promoting the welfare of young people. Enthusiastic. Hardworking, flexible and motivated. Team player and excellent interpersonal skills. Excellent verbal communication skills including ability to communicate effectively with carers and parents. Able to take the initiative. Confidentiality and sensitivity. Organised with good time-management skills. Ability to work independently and as part of a team. Positive and enthusiastic when faced with challenges. Strong listening skills and proven ability to deal with sensitive situations with integrity. 	<ul style="list-style-type: none"> Ability to work with and manage young people with challenging needs – EAL, SEN and very able students. Ability and experience of communicating with parents within a school context. Good IT skills. Skills and interests that could help enrich learning e.g. cooking, gardening, music and so on.

*It is an advantage, but not essential, for applicants with the experience highlighted above.

