



Teaching Assistant L2
(ASC Resource Hub)
July 2025





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Telephone: (01482) 342229 **Fax:** (01482) 346817
Email: info@kelvinhall.net **Twitter:** @kelvinhall_hull www.kelvinhall.net

Headteacher: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Teaching Assistant L2 (ASC Resource Hub) at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, Christopher Leng**; info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

Christopher Leng
Headteacher





Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls in the secondary Trust.



Senior Leadership Team



**Trust School
Development
Lead (Secondary)**

Mr Cavanagh

Headteacher



Mr Leng
Headteacher

Deputy Headteachers



Mrs Grandidge
Deputy Headteacher & DSL

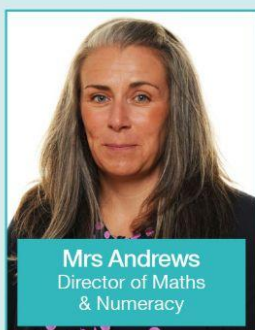


Mrs Piercy
Deputy Headteacher



Mr Shaw
Deputy Headteacher

Assistant Headteachers



Mrs Andrews
Director of Maths
& Numeracy



Ms Dawes
Director of Performing,
Creating & Computing



Mrs Graham
Director of
Inclusion and SEN



Mr Suddaby
Director of Culture
& Behaviour



Mrs Keddy
Senior Director of
Teaching & Learning



Mrs Hilton
Director of Humanities
& MFL



Miss Sansam
Director of Science
& Technology



**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



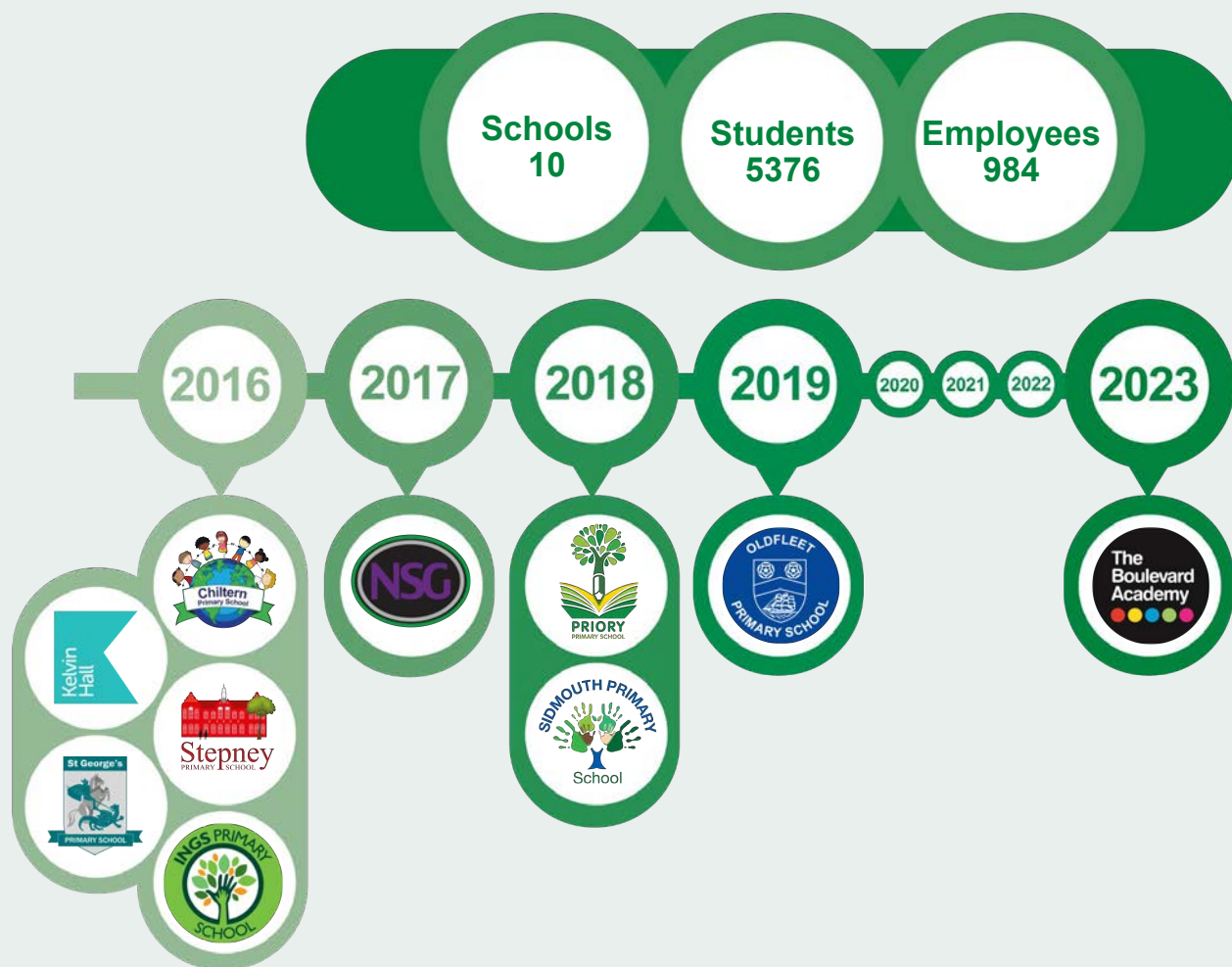
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...

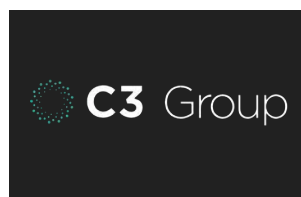


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Teaching Assistant Level 2 (ASC Resource Hub)
Salary: Grade 4 Point 5-7 (£18,993 - £19,601 actual salary per annum)
Hours: 33 hours per week, Term Time Only Plus 5 days
Monday 08:30am - 16:00 pm Tuesday - Friday 08:30am - 15:30pm
Permanent
ASAP

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focused on one thing - *inspiring pupils to thrive in life*.

Kelvin Hall School is looking for a committed practitioner to support, develop and implement our strategies for working with students and families to overcome barriers to learning. Required from September 2025, a permanent Teaching Assistant for our Autism Spectrum Condition (ASC) Resource Base at Kelvin Hall School.

This is an exciting opportunity for someone with experience of working with children who have additional needs, either in a special or mainstream school.

We wish to appoint a motivated and skilled professional to support our existing team in enabling students to access as much of the mainstream curriculum as possible.

Closing date: Wednesday 20th August 2025,
Interview date: Week commencing 1st September 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Teaching Assistant Level 2
Grade	4
Location	Kelvin Hall School
Reporting to	SENDCo

Purpose of Role

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff/Foundation Lead/Senior Leadership Team in line with school policies and guidance.

This may involve; monitoring pupils, assessing, recording and reporting on pupils achievement, progress and development to support teaching and learning across the curriculum.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To promote the inclusion of all pupils within the classroom.
3. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
4. To work alongside colleagues in the Foundation Stage team to contribute towards the development and implementation of relevant pupil plans.
5. To support pupils consistently whilst recognising and responding to their individual needs.
6. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities in the classroom and throughout the lunchtime period.
7. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
8. To act as a classroom and lunchtime support, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
9. To ensure that support is directed appropriately to promote learning and progress across the curriculum monitoring and reporting to the class teacher or SLT; group discussion and positive group; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
10. Any duties of a similar nature as directed by the class teacher or senior leadership team.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Promoting inclusion of all and modelling behaviour of young people.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils

		E	D	How Identified
Qualifications	NVQ TA Level 2 or equivalent	✓		AF, Q
	GCSE in English & Maths at Grade C or above	✓		
Relevant Experience	Experience of working in an education environment	✓		AF, I
	Experience of supporting children with complex needs as part of a group and 1:1	✓		
	Experience of using PECs to support children with SEN		✓	
	Experience of working with children with Autistic Spectrum Disorder/Condition	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	post holder should have basic knowledge of ICT and its applications	✓		
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		

		E	D	How Identified
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		
Written Skills	Ability to maintain accurate and up to date records of progress	✓		AF, I
Personal Qualities	Commitment to continued professional development	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing Date: Wednesday 20th August 2025, 9:00am

Interview Date: Week commencing 1st September 2025