



# Applicant Information Pack

## Job Purpose – Teaching Assistant

We are looking for a passionate and driven **Teaching Assistant** to join us in supporting our students in meeting and achieving their goals and developing their social and educational skills.

Our students have a range of needs, including social and emotional difficulties, which can often impact upon their learning. Consequently, the ability to engage with challenging and vulnerable learners is an essential part of this job. Our mission is to ensure that each young person leaves REACH ready to take their next steps into education, employment and the wider world, with courage, purpose and pride in who they are becoming.

### Our perfect candidate will:

- Be able to build relationships and engage with challenging and vulnerable learners
- Be enthusiastic and passionate about helping our young people to fulfil their full potential
- Have a knowledge of child development, the curriculum and supporting young people with special educational needs
- Be a qualified practitioner with qualifications such as Level 3 Teaching Assistant or equivalent
- Contribute to our vision and values

Together we form a friendly and dedicated community. We pride ourselves on being a welcoming team that provide an inclusive and supportive environment for our students and staff alike. All staff take an active role in supporting our students whilst onsite and developing relationships and support networks.

We welcome visits to the school before making an application. If you would like to arrange a visit, please contact Georgia Foster on 0121 675 8989 or [info@reachschool.co.uk](mailto:info@reachschool.co.uk).

**How to Apply:** Completed application forms should be emailed to [info@reachschool.co.uk](mailto:info@reachschool.co.uk) by the deadline. Late applications will not be accepted.

**Deadline for applications:** 9am on Wednesday 13<sup>th</sup> May 2026

**Provisional Date for Interviews:** Friday 22<sup>nd</sup> May 2026



## About Us

At REACH School, in the heart of the Kings Heath community since 2013, we create a safe, supportive environment where young people rediscover confidence in learning.

We believe every student should leave us knowing who they are, understanding their strengths, and believing in their future. Through meaningful experiences, strong relationships and ambitious learning, we develop the character, resilience and skills needed for adulthood.

Our students arrive with a wide range of experiences and challenges, and every young person at REACH is at risk of permanent exclusion. Many have experienced significant disruption to their education, including disengagement from mainstream school, social and emotional difficulties, and, on average, have attended four secondary schools before joining us. Our role is to provide stability and belonging, rebuild confidence and re-engage them in learning so they can move forward successfully in life.

REACH School's curriculum is deliberately designed to break this cycle. We welcome students in Years 9, 10 and 11, and through a blend of academic, vocational and experiential learning, alongside Life Skills, Pathways and Active Citizenship, we equip our students with the tools to succeed beyond school. This is underpinned by the Skills Builder essential skills, ensuring students leave not only with qualifications, but with the confidence, resilience and character needed for adulthood.

We are proud of the kindness, calm and genuine care shown by our staff, who build strong, trusting relationships. Our practice is rooted in TIASS, with trauma-informed and attachment-aware approaches shaping everything we do, alongside a commitment to the UNICEF Rights of the Child so that every young person feels safe, valued, respected and heard.

Our students leave REACH ready to take their next steps into education, employment and the wider world, with courage, purpose and pride in who they are becoming.

## Job Description

**Post Title:** Teaching Assistant  
**Salary/Grade:** Grade 3 point 9 – 22 FTE £27,254 - £33,699 (Actual £23,163 - £28,644)  
**Contract Type:** Full Time 36.5 hours per week Term Time Only  
**Contract Term:** Permanent  
**Contract Start Date:** September 2026 (earlier start negotiable)

**Core Purpose:** To support the progress, learning, engagement and inclusion of students. To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

### Duties and Responsibilities:

*Support for pupils (either individually or in groups)*

- Support the activities, learning and progress of students.
- Establish and maintain relationships with individual students and groups.
- Contribute to individual Education Plans, as appropriate.
- Support students effectively during learning activities.
- Promote student's social and emotional development.
- Contribute to health and well-being of students.
- Support students with specific needs (where appropriate to the focus of the role), for example, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support students with literacy and numeracy skills.
- Stretch and challenge students in their learning and support them to access the curriculum.

*Support for teachers*

- Observe and report on student performance.
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environments.
- Contribute to the positive management of student behaviour.
- Support students' wellbeing, safety and security.
- Undertake routine marking in line with school policies.
- Contribute to maintaining students' records.
- Provide general administrative support, e.g., administer coursework, produce worksheets.
- Undertake joint home visits as appropriate and in line with LEA policy.

*Support for the school*

- Support the development and effectiveness of teamwork and employability skills within the school environment.
- Develop and maintain positive and effective working relationships with colleagues.
- Liaise with parents as appropriate.
- Attendance at appropriate staff meetings and parents' evenings.
- Work as required across the curriculum and in all Key Stages within the school.
- Support the use of information and communication technology in the classroom.

*Other responsibilities:*

- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems, policies and procedures.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual students, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the school.



## **Safer Recruitment**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We expect all applicants to read our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of young people.

The successful candidate will be subject to all necessary pre-employment checks, including: enhanced DBS, prohibition check (where applicable); qualifications (where applicable) medical fitness, identity and right to work.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2000. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information about filtering offences can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.