



## INFORMATION PACK FOR SSA ROLE

February 2026

Dear Applicant

Thank you for your interest in the role of **Student Support Assistant** at Reboot Education – Ipswich. In this pack you will find some additional information about the role.

### The Role

We are looking to recruit a part-time Student Support Assistant for 5 days a week, Monday to Friday (term-time only). The role of a Student Support Assistant plays an important role in supporting our students in re-engaging them in learning and building their self-confidence. You will be supporting students whilst they complete their learning, delivering interventions either 1:1 or in small groups.

\*Please see job description for further details.



Working Hours: 9.15 am to 2.45 pm Monday to Friday.

Starting Salary: £16,170 (actual salary) per annum per year.

### Location of the Role:

This will be based at new Ipswich provision based at **8 Delta Terrace, Masterlord Village, West Road, Ipswich. IP3 9FH**. Our current provision in Ipswich will close at Easter following our move to 8 Delta Terrace. We are moving due to the need to have a larger building some that we can meet the increased demand for our service.

There is plenty of parking for staff on-site and there is also a café and children's nursery close by.



### About Reboot Education

Reboot Education was founded by Paul Arch and Viv Hunt in October 2023. Both Paul and Viv were experienced senior school leaders before setting up Reboot Education. Our first alternative education provision open in central Ipswich at the start of 2024. Since opening the provision, demand for our service has increased greatly over the last two years, which has resulted in Reboot Education opening a second provision in Bury St. Edmunds in September 2025 and now the opening of a larger provision in Ipswich this April.

Our provisions are purposefully small and are set up not to feel like a conventional school. We support up to 6 students per day in our Bury provision and will be able to support up to 12 students in our new Ipswich provision. The students who attend our provision attend from 1 to 3 days per week. They are usually struggling to maintain their mainstream school place. We use a computing and technology-based curriculum to re-engage the students in learning and to help them rediscover their self-esteem and confidence. This is a real opportunity to make a difference to the lives of students who are often most in need of people to believe in them.





## Our Provision Day:

Our provision days start at 9.30 am and finish at 2.30 pm. We normally give the students the first 30 minutes of the day to come in and have breakfast and complete a settling task. At 10 am we start the first learning activity of the day, with a break at around 11 am. Following the morning break there is another learning activity and then at 12pm we stop for a lunch break. Between 1pm and 1.45pm the students complete a final learning activity and then if they have worked hard, they have some reward time.



## You will need:

- To successfully pass an enhanced DBS check with no disclosures on it.
- Have experience of working with students either Key Stages 2, 3 or 4.
- Experience of working with students with social, emotional and behavioural difficulties,
- A good level of English and Maths skills and be competent at using ICT.

## For more information:

For an informal discussion, please contact Mr Paul Arch or Viv Hunt on (01473) 948282 or by email at [hr@reboot-education.co.uk](mailto:hr@reboot-education.co.uk). Visits to our provision in Ipswich are welcome to find out more about Reboot Education. You can also learn more about Reboot Education by visiting our website at [www.Reboot-education.co.uk](http://www.Reboot-education.co.uk)

## How to apply:

To apply for the role, please download and complete our application form. CVs will not be accepted unless accompanied by our official application form.

Completed application to be returned to Reboot Education by email at [hr@reboot-education.co.uk](mailto:hr@reboot-education.co.uk) or by post to The Coach House, Gymnasium Street, Ipswich, IP1 3NX

Closing date: **4.00pm on Friday 13<sup>th</sup> March 2026.**

Interview date: **To be confirmed but will take place between Monday 16<sup>th</sup> and Friday 20<sup>th</sup> March.**

## Pay Scales:

Reboot Education has established the following pay range for Student Support Assistants. Student Support Assistants are expected to work for 38 week of the year and are paid for 42 weeks of the year. Their pay is spread equally across 52 weeks, resulting in a monthly salary. An appraisal will take place yearly and following successful completion of this, staff will be able to progress up the pay scale below.

Pay Point	Annual Salary
1	£16,170.00
2	£17,325.00
3	£18,480.00
4	£19,635.00
5	£20,790.00

