



## SENDCO Assistant – Secondary

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| <b>Reporting to:</b>    | <b>Secondary SENDCO</b>                                                                                     |
| <b>Start Date:</b>      | ASAP                                                                                                        |
| <b>Location:</b>        | Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ                                          |
| <b>Contract:</b>        | Permanent                                                                                                   |
| <b>Working Pattern:</b> | Full time, 8:00am – 4:30pm daily, <b>term-time only</b>                                                     |
| <b>Salary:</b>          | Ark Support Scale Grade 6, point 8-19 (£25,992 - £31,067) per annum, pro-rata £24,840 – £29,690 per annum). |
| <b>Closing Date:</b>    | <b>2<sup>nd</sup> October 2025</b>                                                                          |

Ark Victoria Academy is seeking **an energetic and passionate SENDCO Assistant** to join our **Secondary Phase**.

Under the direction of the SENDCO you will co-ordinate the support and provision for pupils with special needs. You will plan and work to ensure pupils have successful inclusion into mainstream schooling to maximise their opportunities for effective learning and achievement.

### The successful candidate will:

- have experience of working with Secondary students in a similar role
- be enthusiastic and have a flexible approach to work
- be a graduate and have evidence of English and Maths at GCSE (A-C) or equivalent
- have the resolve to make a real difference to the lives of pupils

If you are ready to add further value to our SEND provision and work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

### About Ark Victoria Academy

Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Ambitious

Resilient

Kind



Our school values and virtue pathways are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 'Good' inspection, by Ofsted, in October 2024: *'This is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school's ambitious curriculum'*. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

## Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

- We take CPD seriously, which is why we offer twice the number of training days as standard
- Our school's 'Wellbeing Wednesdays' are a great hit – get in touch to find out more
- Our staff can take advantage of our on-site fitness suite
- Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers
- Interest-free loans of up to £5,000 available for season tickets or a bicycles
- Gym discounts offering up to 40% off your local gym

For an informal conversation about the role please contact HR Manager, Kelly Mubarik, via 0121 393 4459 or via [k.mubarik@arkvictoria.org](mailto:k.mubarik@arkvictoria.org).

*Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.*

## How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies>.

# Job Description

## Key responsibilities

- To support the SENDCO in the effective liaison with external agencies to ensure effective provision for all pupils with SEND
- To support the SENDCO in ensuring that both teaching staff and the leadership team provide effective provision for all pupils with SEND and EAL
- To support the SENDCO to oversee, track and review the provision of support for pupils with SEND
- To support pupils with SEND to ensure they are able to access mainstream schooling
- To develop units of work and/or specific skills development with individual pupils and small groups of pupils with SEND
- To provide advice and support to teachers, alongside the SENDCo to develop bespoke curriculum packages to ensure pupils are well prepared for life beyond the academy
- Coordinate and lead literacy and numeracy small group interventions
- Coordinate and lead one-to-one bespoke SEND interventions
- To monitor and report half termly on the progress of these pupils
- To support the SENDCo to regularly review the quality of interventions
- Under the management of the SENDCO support with the admin leading up to and following annual review meetings of pupils at the school with Education, Health and Care Plans and Student Support Provision Plans. Ensure completed paperwork is distributed as appropriate on completion of the review.
- To model and disseminate good practice in SEND across the school
- To be responsible, under the direction of the SENDCO, for quality assuring, supporting and where appropriate, writing the individual learning plans (ILPs) and one-page profiles for pupils on the SEND register
- To support the SENDCO in maintaining clear and efficient documentation relating to all issues arising in this area and file securely
- Attend consultation meetings and keep parents informed about their child's progress
- Attend parents evening and open nights and offer support to parents of pupils with SEND
- Attend and run interim reviews for specific pupils with SEND who you teach
- Liaise with external agencies at the direction of the SENDCo

## Other

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- To comply at all times with requirements of Health & Safety at Work Act 1974 and academy Health & Safety policy statement

# Person Specification

## Qualifications

- Maths and English GCSE or equivalent at grade C or above (or equivalent)
- Certified teaching assistant course or training or willingness to undertake this
- NVQ Level 3 Teaching Assistant or a higher-level qualification in a specific area of Special Educational Needs (desirable)

## Knowledge, Skills and Experience

- Experience working with children on the autistic spectrum
- Experience liaising with external agencies
- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age
- Experience of establishing effective relationships with families and other stakeholders
- Experience of working with challenging young people
- Experience of managing difficult behavioural situations calmly and confidently
- English and Mathematics GCSE (or equivalent) at grade C or above

## Behaviours

- Displays an enthusiasm for working in a challenging educational environment
- Regularly demonstrates an enthusiasm for working in a challenging educational environment
- Ability to self-manage using own initiative as well as working as part of a team
- Demonstrates self-control, resilience and adaptability
- Has strong written and oral communication skills
- Has good listening skills enabling the effective building of relationships with others
- Possesses the ability to implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion and knows the rules of GDPR

## Personal skills and qualities and knowledge

- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead using one's own initiative when required
- Communicates high expectations and has high expectations of themselves

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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**Ambitious**

**Resilient**

**Kind**



*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious**, **resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

**Ms Ela McSorley, Executive Principal**

## Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

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**Ambitious**

**Resilient**

**Kind**





- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

## Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.