



SEND Admin Assistant

Reporting to:	Senior Leadership Team
Start Date:	1 st September 2026
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent
Working Pattern:	Full time, 8:00am – 4:30pm daily, term-time only
Salary:	Ark Support Staff Grade 5, point 5 – 12 (£25,583 - £28,598 FTE per annum). Pro rata salary £24,449 - £27,331 per annum.
Closing Date:	1st June 2026

Ark Victoria Academy is seeking a highly organised and proactive SEND Administrator to support both our Primary and Secondary phases.

Working closely with the SENDCos across our All-through Academy, you will play a vital role in supporting the coordination and delivery of provision for pupils with special educational needs and disabilities. You will be responsible for maintaining accurate records, supporting communication with staff, families and external agencies, and ensuring that administrative processes run efficiently to enable high-quality support for our students.

This is an excellent opportunity for someone who is detail-oriented, compassionate, and committed to making a meaningful difference in an inclusive school environment.

The successful candidate will:

- have experience in an administrative role, ideally within an educational or SEND setting
- demonstrate excellent organisational skills and attention to detail
- be confident managing data, documentation, and communication with a range of stakeholders
- have strong IT skills and the ability to work efficiently under pressure
- be committed to supporting the inclusion and achievement of all pupils

If you are looking to contribute to a dedicated SEND team and support the delivery of high-quality provision within a supportive and ambitious school, this role offers a rewarding and impactful career opportunity.



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.

Our school values 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>

For an informal, conversation about the role please contact HR on 0121 393 4459 or vichr@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 lead on the organisation and administration of SEND records across the academy and ensure that all systems and provision maps are up to date.
- To support with the onboarding of new arrivals and coordinate screening and assessment across the SEND team.
- To update Individual Learning Plans (ILPs) and one-page profiles, ensuring key information is clearly communicated and effectively disseminated to teaching and support staff
- To prepare clear, professional correspondence and letters for parents and carers relating to SEND provision, reviews, and updates
- To support the SENDCo in reporting to governors, including preparing and collating relevant SEND data and documentation
- To collate and share key SEND data with the wider network, ensuring accuracy and timeliness of information
- To support the SENDCo in the effective liaison with external agencies and professionals, including planning visits, coordinating schedules, and ensuring all necessary documentation (including parental consent forms) is completed in advance
- To act as a key point of contact for external professionals, ensuring clear communication and smooth organisation of visits and interventions
- To support the SENDCo in drafting and maintaining accurate Education, Health and Care Plan (EHCP) documentation
- To lead on the organisation and administration of EHCP annual reviews, including scheduling meetings, collating reports, preparing documentation, and ensuring timely distribution of completed paperwork
- To complete and maintain accurate SEND Census returns in line with statutory requirements
- To regularly review SEND records to ensure accuracy, compliance, and up-to-date information across all systems

Support for the school

- Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
- Support with transitions as students move between classes
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures
- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Qualifications

- Maths and English GCSE or equivalent at level 4 or above (or equivalent)
- 3 A Level's at grade C or above (or equivalent)

Knowledge, Skills and Experience

- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.
- Experience of building appropriate and effective relationships with young people.
- Good literacy and numeracy skills.
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.
- The ability to develop positive relationships with all young people.
- Well-developed planning & organising skills including time management, prioritisation, delegation and administration.
- Sound judgement and problem solving skills.
- Understanding of the importance of confidentiality and discretion
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene with appropriate training
- Competent user of ICT.
- Ability to lead sessions for pupils after receiving training.
- Able to speak another language, play a musical instrument or coach a sport (desirable).
- Experience planning and delivering sessions for pupils (desirable).
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage (desirable).

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detail orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

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

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

Executive Primary Headteacher

Welcome to the primary phase of Ark Victoria Academy.

The primary phase begins in Nursery and continues into Reception where we take in 90 pupils each year. We are incredibly proud of the start we give our pupils in Early Years, laying the foundations for the educational journey they will continue through to Year 11.

Our values of ambition, resilience and kindness underpin all the work that we do within our academy. We have high expectations and expect our pupils to work hard in order to achieve their full potential. Our academy is a calm environment where pupils behave well at all times.



Our classrooms are purposeful learning environments where children debate, discuss and develop their ideas with confidence and respect. Reading is at the heart of our academy. We know how important it is that pupils move into Year 7 able to read well. Our love of reading is visible throughout the school and in every classroom. We dedicate time to high quality teaching

Ambitious

Resilient

Kind



of reading in every phase, listening to pupils read regularly and developing children's passion for reading at every opportunity.

We pride ourselves on knowing every child in our care and our curriculum is planned, sequenced and delivered with our pupils at its heart. We dedicate time to ensuring pupils develop the core knowledge and skills they need in preparation for secondary school and enrich our learning with a wide range of extra-curricular activities.

We understand the importance of working together with parents and have regular opportunities for parents to come into school. We regularly share ways to help children at home, celebrate the work they have been doing and share information about the progress our pupils are making. We are always available (you will see us on duty every day before and after school!) so please do approach us with any questions you may have.

We feel privileged to be part of an all through academy, preparing our pupils for the secondary phase of their education which builds seamlessly on the work we do in primary. Staff in Year 6 work very closely with Year 7 staff to ensure a positive transition experience when children move into the next phase of their education with us. We ensure that children's individual needs are met, families are supported and our high expectations are maintained. We believe in each of our pupils and we are very proud when we hear of their success as they move into secondary school and beyond.

Mrs Victoria Twort, Executive Primary Headteacher

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:

- 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

Ambitious

Resilient

Kind



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.

