



**Ark Victoria  
Academy**

## SENDCO Assistant – Secondary

<b>Reporting to:</b>	Secondary SENDCO
<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>	36 hours per week, term-time only (39 weeks per year)
<b>Salary:</b>	Ark Support Scale Grade 6, point 8-19 (£22,777 - £27,852 per annum, pro-rata £19,505 - £23,851 per annum).
<b>Closing Date:</b>	<b>5<sup>th</sup> October 2023 at 11:00am</b>
<b>Interviews:</b>	<b>Week beginning 9<sup>th</sup> October 2023</b>

Ark Victoria Academy is seeking a committed 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

### About Ark Victoria Academy

***Aim high, be brave, be kind, keep learning!***

Ark Victoria Academy is a high performing school across all key stages, providing pupils with a unique journey in their education through the curriculum, personal development programme, student experience offer and the vast range of opportunities that we are able to provide as an all-through school. 73% of all grades awarded at GCSE 2023 are grade 4 and above, against a national figure of 68%. 67% of students gained a grade 4 or above for English and maths. At KS2 82% of pupils gained the expected standard in reading, writing and maths, against a national figure of 59%. 87% of our pupils achieved the expected standard in reading and 85% in maths. Our

**Ambitious**

**Resilient**

**Kind**



provisional P8 score of +0.55, which based on last year's results would place us in the top 20% of all schools.

Whilst being a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

**Find out more about us on <https://arkvictoria.org/>**

### ***Why work for our school?***

Hear what our teachers have to say about working at Ark Victoria Academy:

<https://arkvictoria.org/page-strips/hear-our-team-0>

- 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 on 0121 393 4459 or [k.mubarik@arkvictoria.org](mailto:k.mubarik@arkvictoria.org)

### **How to Apply:**

Please visit <https://arkvictoria.org/vacancies> and submit your application. Please note we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

## **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

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- 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

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- 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

*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.*



## 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, Principal**

## 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 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, 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

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.