



Minerva Virtual Academy

**Job Title:** SEND Programme Coordinator

**Location:** Remote

**Team:** Faculty / SEND

**Working Hours:** Full-time 37.5 Hours per week

**Salary:** £33,500

Minerva Virtual Academy (MVA) is an award-winning, DfE-accredited online independent school for students aged 11 to 18 (Year 7 through Sixth Form). Founded in December 2020, MVA has become the fastest-growing independent school in the UK and has won multiple awards.

As an organisation, MVA provides a modern, flexible approach to education by delivering the British curriculum globally. A core pillar is individualised support, where every student is matched with a dedicated personal mentor for weekly sessions designed to build confidence and ensure academic progress. MVA caters to a diverse student body, including high achievers, student-athletes, performers, and students with SEND or neurodiverse needs.

The school offers specialised programs, such as "MVA Start" for new students and a Careers & Futures program, alongside enrichment weeks and weekly wellbeing programs. Despite being virtual, MVA emphasises community through social rooms, an active parent network app, and physical school trips. It is the only online school of its kind fully accredited by the Department for Education and is highly rated by the Good Schools Guide.

#### **About the Role:**

We are seeking an outstanding teacher with SEND experience to fill our newly created role of SEND Programme Manager. This person will work closely with the SEND Department Lead – Pastoral to oversee our range of SEND support programmes and will involve working 1:1 with a wide range of students. We offer a range of programmes and interventions covering areas of executive function, social skills, and emotional literacy, and are looking to expand this offer as the organisation grows.

#### **Key Responsibilities:**

- Manage the referrals process for SEND Programmes
- Plan and deliver 1:1 support programmes (usually in 6-week blocks) for executive function, social skills, and emotional skills
- Monitor, record, and report on pupil progress, including contributions for annual reviews
- Liaise with the Pastoral SENDCO, EHCP Co-Ordinator, mentors, finance, and other colleagues as needed to ensure the smooth running of the programmes and to meet the needs of the pupils
- Contribute to delivering staff CPD and parent sessions as needed
- Mentor responsibilities for a small number of SEND students
- Support the wider engagement of students with MVA through after-school clubs and trips, as needed

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager or Senior Leadership Team.

### **Candidate Attributes:**

- **Qualifications & Training:**
  - It is essential to hold a Bachelor's Degree and Qualified Teacher Status
  - It is desirable to hold a NASENCO/NPQ SENDCO qualification and a range of specific training/qualifications in a range of interventions
- **Essential Experience:**
  - 3 years+ teaching experience
  - Experience delivering 1:1 interventions
  - Experience working with SEND students with a range of needs
  - Experience of working at a whole-school level
  - Experience of leading training and/or parent sessions/workshops
- **Desirable Experience:**
  - Experience working with students online
  - Experience in supporting students with difficulties in the areas of executive function, social skills, and emotional literacy
  - Experience in delivering SALT, OT, Sensory, and Nurture (or similar) interventions
  - Experience running after-school clubs and/or supporting school trips
- **Essential Skills & Knowledge:**
  - Understanding of what makes 'quality first' teaching, and of effective intervention strategies
  - Able to plan and evaluate SEND interventions
  - Data analysis skills and the ability to use data to inform provision planning
  - Excellent communication and interpersonal skills
  - Able to build effective working relationships with colleagues, families and young people
  - Able to adapt your approach based on the needs of the young person
  - Excellent IT and record-keeping skills
  - Ability to manage a large caseload, balance and prioritise workstreams
  - Ability to work independently
  - Knowledge of requirements around safeguarding children
- **Desirable Skills & Knowledge:**
  - Sound knowledge of the SEND Code of Practice
  - Effective use of technology for working with students remotely
  - Knowledge of effective use of assistive technology for students to use in the home and online
  - Understanding and working towards EHCP outcomes using short-term targets
- **Personal Qualities:**
  - Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
  - Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability

- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

MVA values the diversity of our workforce and welcomes applications from all sectors of the community.

**Work Environment:**

As this is a remote role, you will be required to have a suitable home-working set-up, which should include a laptop.

**Safeguarding & Safer Recruitment Statement:**

MVA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of our Safer Recruitment Policy, online searches will also be carried out as part of due diligence checks ahead of any interviews.