



Victoria
ACADEMIES TRUST

*AHT SENDco, Victoria Park Academy,
Smethwick*

Recruitment Pack

Full Time and Permanent from 1st September 2026

Pay scale: Leadership

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X @VicAcademies

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time class teacher at Victoria Park Academy, Smethwick from 1st September 2025.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our

Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

Our

Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter schools



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



Role Overview

AHT SENDco- Victoria Park Academy

Victoria Park Academy is a 3-form entry Primary school in Smethwick and the lead academy of Victoria Academies Trust. The trust aims to build a family of schools who share a passion for powerful, immersive and creative learning. We are looking to appoint an Assistant Headteacher and SENDCo to work within the school and welcome applications from professionals with a range of experience.

The candidate should be:

- An effective leader with a track record in developing and sustaining improved practice*
- Skilled at developing other professionals and coordinating wider partnership working*
- Have a good understanding of current SEN best practice*

As a school, we can offer the successful candidate:

- A commitment to continuing professional development*
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially*
- Friendly and happy children who are keen and eager to learn*

Victoria Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information please contact Mrs Uppal (Business Support Officer) on 0121 558 8701 or via email Manjinder.uppal@victoriaparkacademy.org.uk.

To apply please visit https://victoriaacademiestrust.org/new_vacancies/

*Closing Date: Friday 15th May 2026
12noon*

Interviews: Week Commencing 18th May 2026





Job Description

Responsibilities of the role

AHT SENDco- Victoria Park Academy

Position profile

School:	Victoria Park Primary Academy
Post title:	AHT SENDco
Responsible to:	Head Teacher
Remuneration:	Leadership L8-L9
Commencement date:	September 2026

This is a senior post within the school's staffing structure, which carries with it membership of the Senior Management Team. This post holder is accountable to the Headteacher. As AHT(SENDCo), you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document (leadership scale).

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

The postholder must at all times carry out her/his responsibilities with due regard to the Trust's policies including the Equal Opportunities Policy.

Accountability for leading, managing and developing SEN Provision across the curriculum

- *Support the Head Teacher and governors in promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity*
- *Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility*
- *Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day working knowledge of the school's policies and practices*
- *Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues*
- *Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account*
- *Contribute to the self -evaluation of the school*

Job Description

Responsibilities of the role

AHT SENDco- Victoria Park Academy

Leading, developing and enhancing the teaching practice of others

- *Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.*
- *Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted*
- *Coach and develop staff to maximise impact on effective teaching and learning.*
- *Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children*
- *Actively include pupils to further enhance their learning opportunities and personal development.*
- *Support the target setting process; including statutory procedures and targets for individuals and groups throughout the school.*
- *Implement strategies to promote high standards of behaviour*
- *Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school*
- *Monitor and evaluate outcomes achieved from classroom practice*
- *Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount*
- *Contribute to the development of collaborative approaches to learning within the school and beyond*
- *Ensure the effective and efficient management and deployment of staff and material resources*
- *Support and facilitate the induction of staff new to the school*
- *Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the HT*
- *Lead, manage and organise meetings as appropriate in support of the school's aims*
- *Set high expectations for your own performance and that of others*
- *Engage in relevant professional development activity as necessary*
- *Work alongside the Head to secure improvement through Appraisal; take responsibility for the Appraisal of identified staff*
- *Support staff in understanding their own accountability, and develop approaches to its review and evaluation*
- *Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes*
- *Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary*

Job Description

Responsibilities of the role

AHT SENDco- Victoria Park Academy

SEND

Strategic development of SEN policy and provision across school and base

- Develop the existing SEND Hubs in school with a bespoke curriculum
- Have a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision
- Manage staff within the SEND base
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil

Note:

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

Person Specification

AHT SENDco- Victoria Park Academy

Criteria	Qualities
Qualifications and experience	<p>Qualified teacher status</p> <p>Degree</p> <p>An excellent class teacher</p> <p>At least four years' post qualified teaching experience</p> <p>At least one years' experience at TLR level</p> <p>Proven track record of leading whole school improvement as a SLT/Subject leader level</p> <p>NPQSEND (or equivalent) or willingness to undertake</p>
Skills and knowledge	<p>Knowledge of the National Curriculum</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Add any further skills and knowledge needed</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Add any further qualities needed</p>

WORKING TIME

A teacher employed full time must be available for work 195 days in any school year, of which:

- 190 days must be days on which s/he may be required to teach pupils and perform other duties; plus*
- 5 days must be days on which s/he may only be required to perform other duties.*

Those 195 days will be specified by the employer, or if the employer so directs, the Head teacher

A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Head teacher for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.

In addition to the hours a teacher is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document. The amount of time required for this purpose between the 1265 hours and the times outside

the 1265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.

Accountability to and for: Accountable to the Head Teacher accountable for the supervision of the persons providing classroom support.

Job description takes into account new teachers standards

Job description issued by Victoria Academies Trust

**Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.*

Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) (victoriaacademiestrust.org)



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