



# Weldon Village Academy

## Part-Time SEND Administrator

### Recruitment Pack



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## About Weldon Village Academy

Weldon Village Academy, which opened to its first cohort of Year 7 students in 2023, represents a hugely exciting prospect for all families in the area, and we aim to provide an outstanding education for our students. A brand new, dynamic school, overseen by the established and successful Meridian Trust, we are proud to have already established ourselves as the school of choice for local families.

I'm thrilled to lead a team who create a safe, vibrant, and inclusive learning environment where students can thrive.

At Weldon Village Academy, we aspire for all students to achieve their potential, both academically and as well-rounded members of society. To support students' understanding of how best to learn and conduct themselves, we refer to The Three Cs as qualities they should aspire to:

- CARING students listen, respect, and encourage each other to do their best. They are kind, tolerant, and understanding of one another.
- CURIOUS students are interested in lessons, ask questions, are willing to 'have a go,' take ownership of their learning, and always try to improve.
- COMMITTED students take pride in their work, are on time, ready to start quickly, with the right equipment. They engage in extracurricular activities and take opportunities to excel.

The academy is underpinned and supported by the ethos and values of Meridian Trust. The core of this philosophy is:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

I look forward to working with you as we create a new legacy. Together, we will build a place where students can thrive, discover their passions, and reach their full potential.

Matt Norris  
Principal

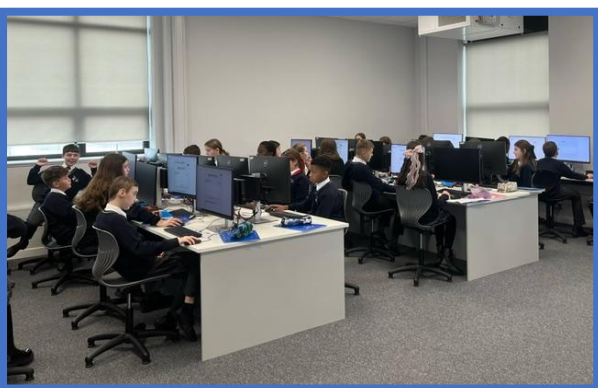


## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 36 academies (including 19 primary, 3 special and 13 secondary schools and one all through). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles



of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



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## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values,

attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 36 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

As well as the above we also offer:

- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)



## How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

### Closing Date:

8am Monday 1st June 2026

*We reserve the right to close the advert early if a suitable candidate is found. Early applications are encouraged.*

### Interviews:

Friday 5th June 2026

### Applying:

For any questions about the application process please contact:

**Email:** [recruitment@weldonva.org](mailto:recruitment@weldonva.org)

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*

## The Role

### **Weldon Village Academy is seeking to appoint an enthusiastic and skilled Part-Time SEND Administrator**

We are seeking to appoint a skilled and enthusiastic SEND Administrator to join our growing school, which opened in September 2023. This is a unique opportunity to support a friendly and effective team and to help the SEND department to operate smoothly.

The role is to co-ordinate with the SEND team and ensure interventions are logged and tracked, that SEND paperwork is accurate and up to date and referrals are made in a timely and effective manner. Previous experience with Bromcom and/or Evolve would be an advantage but is not essential.

The successful candidates will have an uncompromising commitment to student achievement with a mind-set that all young people can experience success. Weldon Village Academy is a school where every member of staff makes a profound difference to the life chances of young people and you will have the rare opportunity to build something incredible within our growing SEND team.

Weldon Village Academy is at the heart of the community and a school where every child is known, valued and supported, values intrinsic to Meridian Trust Schools.

## JOB DESCRIPTION

<b>Job Title:</b>	SEND Administrator
<b>JD Reference:</b>	STD ED 14
<b>School/Academy:</b>	Weldon Village Academy
<b>Weeks:</b>	Term time plus 5 training days (39 weeks)
<b>Hours of work:</b>	25 hours (Monday to Friday 9am-2pm)
<b>Salary:</b>	Grade 6, point 7-12 £15,321 – £16,595 (Actual Annual Salary)
<b>Responsible to:</b>	SENDCO

<b>Role:</b>	To be a fully effective member of the Special Educational Needs department.
<b>Purpose of job:</b>	To support by collating, monitoring and providing any statistical data required.  To provide expert support in terms of the development of ICT administrative and data systems across the SENDV team

### Responsibilities and Accountabilities:

- Prepare and maintain MIS marksheets to enable support staff to record student assessments
- Prepare and maintain the templates in MIS used for creating the learning profiles
- Manage the Statutory Annual Review process in SIMs including creating and sharing documentation to statutory timescales with professionals and parents
- With the SENCo collate, analyse and interpret assessment data, including auditing data for accuracy and investigating anomalies
- Provide statistical analyses of data in a variety of formats as requested by SLT on SEN
- Provide support to the SENDV team at break and lunch times as needed
- Maintain and update all aspects of student personnel data in SENDV
- With the SENCo be a point of contact with the LA to facilitate student admissions and transitions for SENDV
- Daily curriculum management and housekeeping as required including generating and sharing an absence cover file
- Creating and maintaining accuracy of termly/day to day timetable and teaching group changes as required
- Making changes to the SEN timetable, any curriculum, set lists and student details weekly by checking current information and daily recording and sharing cover with the team and teaching staff

- Maintaining SEN provisions and review in SIMs and generating reports
- Keeping up to date with MIS SEN modules and assisting in the development and application of new technology for pupils
- Assisting the access arrangement assessor with the Access Arrangements recording and reporting including creation of invigilation timetables for access arrangements in liaison with the exams officer

### **Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures
- Assist with the reporting process for termly meetings and SENDV reports home to parents
- Provide statistical analysis of pupil progress and performance data
- Collate data from academic, pastoral and SEN perspectives for a holistic view of pupil performance
- Maintain and update pupil files electronically and paper based for those with SENDV
- Undertake any other clerical and general duties as maybe required to assist the SENCo

### **Data security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to

school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust

- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**

## PERSON SPECIFICATION

<b>Person Specification: SEND Admin Assistant</b>	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
2	Level 2 or above teaching assistant qualification or willingness to work towards this	✓		A
3	Degree		✓	A
Experience		Essential	Desirable	Assessment
4	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour	✓		A/I
5	Experience of working with children across all key stages (EYFS, KS1, KS2) with evidence of having achieved successful pupil outcomes	✓		A/I
6	Experience of working with external agencies		✓	A/I
7	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Understanding of the education system	✓		A/I
9	A good knowledge of the SEND Code of Practice	✓		A/I
10	Understanding of how children learn	✓		A/I

11	Understanding of phonics, numeracy, and literacy development	✓		I
12	A sound grasp of the concept of inclusive practice	✓		I
13	Knowledge of the concept of confidentiality	✓		I
14	Awareness of child protection issues	✓		I
15	Knowledge and experience of using basic diagnostic tests for identifying specific needs		✓	A/I
16	First Aid certificate		✓	A
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
17	Skilled at making and sustaining positive relationships with children	✓		I
18	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
19	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
20	Ability to use language and other communication skills that parents, and pupils and staff members can understand and relate to	✓		I
21	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
22	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of pupils with SEND/ who are vulnerable	✓		I
23	Able to work closely with the wider school community in the	✓		I



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	development of provision for pupils with SEND			
24	Excellent written and oral communication skills	✓		I
25	Ability to contribute to team meetings and contribute ideas	✓		I
26	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
27	Willingness to undergo further training and development	✓		I
28	Positive and enthusiastic approach towards work	✓		I
29	Ability to act on own initiative	✓		I
30	Kindness and empathy towards students and colleagues	✓		I
31	Ability to work as part of a team effectively	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
32	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
33	Flexibility of working hours	✓		A/I

## A Great Place to Work



We care passionately about our staff, their well-being and professional development and this is reflected in the fact that we are an enthusiastic team committed to working collaboratively and sharing the very best practice.

We can offer:

- a strong team environment that takes staff well-being seriously;
- a dedicated Senior Leadership Team who want to see staff progress and flourish in their career;
- an active teaching and learning research and development group;
- a post with the potential for future progression both within this role and the wider trust;
- support from the wider trust including numerous CPD opportunities;
- a full induction programme alongside weekly training sessions and staff meetings to ensure effective communication;
- a school with a passionate commitment to staff development;
- Employee Assistance Programme to help support you in everyday life as well as career decisions;
- free on-site parking.

## About Us

Weldon Village Academy will be the thirteenth secondary school in Meridian Trust and will grow to become a school of 1500 students, including a 6<sup>th</sup> form of 300. Situated in a new and growing housing estate in Weldon, approximately 2.5 miles from Corby town centre, it will be one of the most technologically advanced schools in the country. The school will be fully built upon opening, rather than a modular build, with excellent sporting facilities including a full-sized sports hall. We are excited to begin this new journey for the trust and the young people of Weldon and the surrounding area, and hope that you will apply to join us on this unique journey.

Weldon is a suburban village and civil parish on the eastern outskirts of Corby, Northamptonshire. The village is listed in the Domesday Book as 'Weledene', in the Colby Hundred. In 2001 the parish's population was 1,644 people, increasing to 2,099 in the 2011 Census. Weldon is growing at a rapid speed with the arrival of the new building developments 'Weldon Park', 'Weldon Manor' as well as 'Priors Hall' located on the outskirts of the village.



There are regular bus services from Weldon to Corby and further afield (X4 Milton Keynes – Peterborough – Milton Keynes).

Corby lies to the north of Northamptonshire and is the 11th smallest local authority in the UK, it covers 31 square miles and is situated in the heart of England with excellent road links via the A14 to the M1, M6 and A1, together with a direct passenger rail service to London. Corby has been named as the fastest growing borough outside of London, with a population (standing at 72,200 in 2019 according to Nomis) which is expected to continue increasing as the borough continues to grow.

The town was at one time known for its steelworks. Recently, Corby has undergone a large regeneration process with the opening of Corby railway station and Corby International Pool in 2009 and the Corby Cube building in 2010.