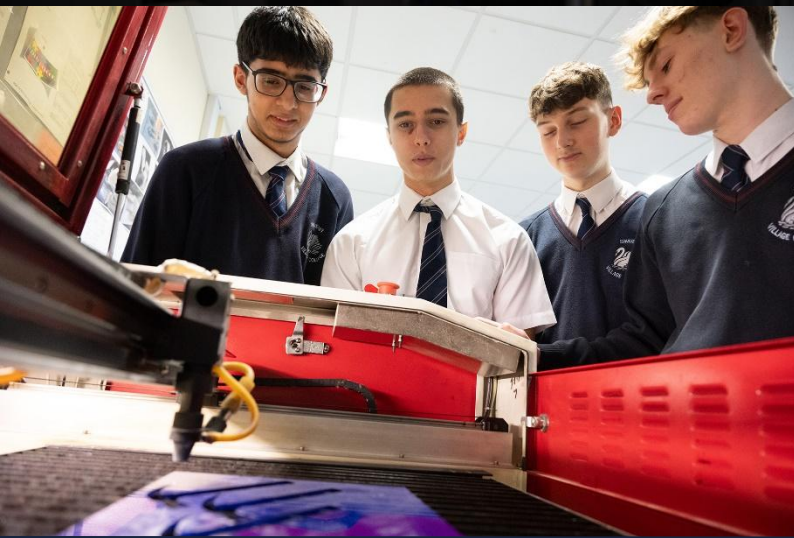




Swavesey Village College

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 Swavesey Village College

At Swavesey Village College, we aim to provide an inspirational environment where the needs of every child are catered for and students are helped to fulfil their potential, and we look forward to welcoming you to the College.

Our 2011 Ofsted inspection reported how we are an “outstanding school in every respect”. I am delighted to say our Ofsted Inspection in June 2024 confirmed that we were judged to be an outstanding school and were rated outstanding in all categories.

Since our inspection, we have been constantly striving to improve our practice and deliver our vision of an “inspirational place to work and learn at the heart of our local community”. Our 2024 exam results were among the best in the county with over 75% of students achieving at least a grade 4 in both English and Maths. We provide a comprehensive curriculum to our students which not only includes a very strong academic offer, but also excellent vocational and technical studies, working in partnership with local employers to ensure students develop a wide range of knowledge and skills.

The focus of the school remains unchanged and is encapsulated in our value statements:

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

At Swavesey Village College, we believe not only in the pursuit of academic excellence but also in the vital importance of co-curricular activities to help create well rounded students. Our provision of the arts and sport has been recognised as being exemplary by the Arts Council and the Association for PE (AfPE), with the Arts Mark Gold and a Distinction Quality Mark from AfPE. We provide all our students with opportunities to lead, organise and take part in sport, arts and other areas such as science and languages. We keep the community at the heart of everything we do with a strong adult education offer and community volunteering programme for our students.

In 2011 Swavesey Village College became an Academy and established Cambridge Meridian Academies Trust, now Meridian Trust. This provides new energy to drive further improvements and to recruit, develop and retain staff.

We are thrilled to have you join our exceptional team of dedicated staff. Your expertise and passion will undoubtedly contribute to our continued success, and we welcome you aboard.

Jim Stavrou

Headteacher



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.

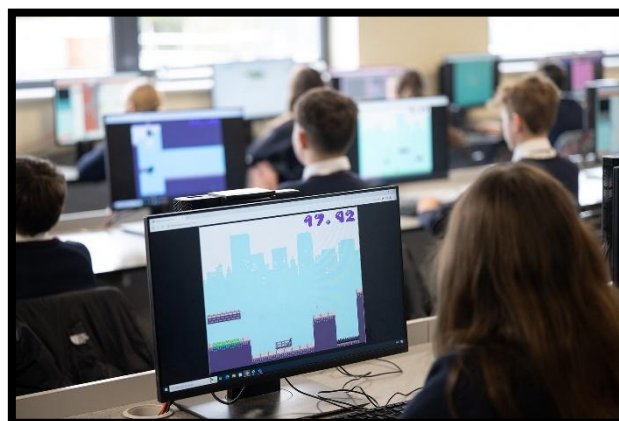
Our Trust currently consists of 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through. The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. 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: 8th September 2026

Interviews: TBC

Applying:

For any questions about the application process please contact:

Annie Ablett

Email: AAblett@swaveseyvc.co.uk

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.



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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	SEND Administrator
JD Reference:	STD ED 14
School/Academy:	Swavesey Village College
Weeks:	38 Weeks, plus 2 training days in September
Hours of work:	21
Salary:	Grade 6
Responsible to:	SENDCO

Role:	To be a fully effective member of the Special Educational Needs department.
Purpose of job:	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: SEND Admin Assistant	Assessment Key: A = Application Form I = Interview
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Education and Qualification	Essential	Desirable	Assessment
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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
Skills and abilities		Essential	Desirable	Assessment
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 development of provision for pupils with SEND	✓		I
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
Personal Qualities		Essential	Desirable	Assessment
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
Child Protection		Essential	Desirable	Assessment
32	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
33	Flexibility of working hours	✓		A/I