

Job Title:	SEND PA and Administrator
Salary	Grade D
Hours:	Full time 38hrs / 39 weeks
Location:	St Luke's Church of England School

This is an exciting opportunity for a hardworking and passionate PA/Administrator to join our SEND team. The work of the SEND team is integral to this and also to ensuring that we reflect our values of working hard to achieve our best, being inclusive, giving hope, taking responsibility, and showing respect.

The SEND department at St Luke's consists of teaching assistants with a range of experience specialisms. The department has the use of the learning Support and sensory room.

We are a cohesive and supportive team with a strong drive towards narrowing the academic gap for our SEND students. Working across the Ted Wragg Multi Academy Trust, we develop and deliver a number of specific interventions across KS3 and KS4.

The SEND department also plays an active role in whole-school activities delivering a Homework Club, Break and Lunchtime Club, and Breakfast Club along with other engagement and enrichment activities. As well as mentoring, we also deliver specific interventions, such as: additional numeracy, literacy, social skills, Lego therapy, ASD support, and life skills.

All of the sessions are tailored to individual students' needs and aim to support them throughout their school journey to become more successful learners and well-rounded individuals who are prepared for life after school. We have procedures in place to monitor the impact of these sessions, and we regularly use student voice to inform our planning.

Communication within the SEND team, between St Luke's whole school staff and with parents/carers is a vital part of our day-to-day work, and it is important that everyone in our team understands the importance of clear, supportive and helpful communication. We also appreciate that SEND can add a layer of additional complexity to attending secondary school, so we strive to be as inclusive and supportive as possible towards students and parents/carers. We work closely with the Pastoral and Inclusion Team to enable this.



Staff within the SEND team work tirelessly to enable pupils achieve the best progress possible during their time at St Luke's. We are looking to appoint somebody who will strive to do their very best for every student in our school as part of our team.

Key Purpose of Job:

To provide efficient, effective and professional administrative support within the SEND department.
To work alongside the Assistant Headteacher (SENDCO) and Head of Learning Support.

Full details and an application form can be downloaded here:
<https://www.stlukescofe.school/page/?title=Vacancies&pid=8>

Please apply through our vacancies page

Closing date: 9am 26th January 2026

Interview date: TBC

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.