



One-to-One & Mobility Support Assistant

Reporting to:	Senior Assistant Headteacher
Start Date:	1 st September 2026
Location:	Ark Victoria Academy, Talbot Way, Small Heath, Birmingham, B10 0HJ
Contract:	Permanent
Working Pattern:	36 hours per week, term-time only
Salary:	Ark Support Staff Grade 5, point 5 – 12 (£25,583 - £28,598 FTE per annum). Pro rata salary £22,005 - £24,599.
Closing Date:	15th June 2026

Ark Victoria Academy is seeking a compassionate, proactive and One-to-One and Mobility Support Assistant to support a pupil in Key Stage 3 and/or 4 with a physical disability and/or EHCP.

Working closely with the SENCO, classroom teachers and external specialists, you will play a vital role in enabling access to learning, supporting personal development and ensuring the pupil's safety, wellbeing and inclusion throughout the school day. This role will involve supporting learning both inside and outside of the classroom, assisting with personal care, mobility and therapeutic programmes, and helping the pupil to develop confidence and independence.

This is an excellent opportunity for someone who is patient, caring and committed to making a meaningful difference in an inclusive school environment.

The successful candidate will:

- have experience working with children or young people with physical disabilities or additional needs within a learning environment
- have experience in manual handling, supporting mobility and delivering personal care
- be able to build positive and effective relationships with pupils, staff, parents and external professionals
- be committed to supporting the inclusion and achievement of all pupils

If you are looking to contribute to a dedicated and supportive team and make a real impact on the educational experience of young people, this role offers a rewarding and fulfilling career opportunity.



About Ark Victoria Academy

Ark Victoria Academy provides pupils with an excellent education through an ambitious curriculum, personal development and character programme, and an extensive student experience and extra-curricular offer. Although we are a large school, we are able to retain a family feel, to nurture our pupils through their schooling and ensure that they flourish and leave us with the skills and qualifications necessary to continue their journey of life-long learning in a university or career of their choice.

Our school values are crucial to our culture and ethos, they are also part of the way we work and learn together and have been instrumental to us on our school improvement journey. Our values of Ambition, Resilience and Kindness permeate our curriculum, our culture, school and our learning community.

It is for these reasons that Ark Victoria Academy was judged to be significantly improved in all areas from the 2019 'Good' inspection, by Ofsted, in October 2024: 'this is a school which lives out its values in full for the benefit of children in Nursery to the pupils in Year 11...pupils thrive at all stages of Ark Victoria Academy...as the school knows its pupils very well, they are very well supported to engage with the school's ambitious curriculum.'. The full report (September 2024) can be found here: <https://files.ofsted.gov.uk/v1/file/50262921>.

We prioritise staff development with a strong emphasis on securing expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our pupils and staff. **Our [website](#) can provide more information about Ark Victoria Academy.**

Why work for our school?

We value our staff and provide a comprehensive programme of coaching and professional development for all our staff. We use our values and our virtue pathways to shape the way we work and learn together. Hear what our teachers have to say about working at Ark Victoria Academy: <https://arkvictoria.org/jobs/working-for-us>

For an informal, conversation about the role please contact HR on 0121 393 4459 or vichr@arkvictoria.org

Please note the school reserves the right to close this advert early and interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

How to Apply:

Please submit your application online by visiting <https://arkvictoria.org/jobs/vacancies> .



Job Description

The Role

To work under the direct instruction/guidance of the SENCO and classroom teacher to undertake work/care/support programmes, to enable access to learning for a pupil with a physical disability. Work may be carried out in the classroom or outside the main teaching area.

Supervise and provide particular support throughout the day (including at break and lunchtimes) for a pupil(s) in Key Stage 3 and or 4 with a physical disability or EHCP or who is in the process of receiving an EHCP, ensuring their safety and access to learning activities.

Key Responsibilities

- Liaise with the Class Teacher, SENCO, Occupational Therapists, Physiotherapists, Physical Disability Service and other specialists and be responsible for implementing any programmes developed by these specialists for the pupil in question's development, e.g. physiotherapy and occupational therapy programmes
- Assist with the development and implementation of personal profiles and Personal Care programmes for the said pupil
- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene and intimate care, first aid and welfare matters.
- Provide practical help including ensuring the pupil in question's safety in activities such as swimming and educational visits/residential trips and in practical subjects such as P.E., Science, Art, Drama, Music and Design technology
- Carry out Manual Handling, transfers and delivering personal care for the pupil in question
- Use lifts and hoists where appropriate
- Supervise and support this pupil ensuring his or her safety and access to learning
- Establish good relationships with the pupil, acting as a role model and being aware of and responding appropriately to his individual needs.
- Promote the inclusion and acceptance of this pupil.
- Encourage the pupil in question to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence of the pupil in question
- Provide feedback to the pupil in question in relation to his progress and achievement under the guidance of the teacher.
- Use strategies, in liaison with the teacher, to support the pupil to achieve learning goals.
- Assist with the planning of learning activities and appropriate resources for the pupil in question
- Monitor the pupil's response to learning activities and accurately record his achievement/progress as directed.
- Provide detailed and regular feedback to teachers and the SENCO on the pupil's achievement, progress, difficulties etc.
- Establish constructive relationships with the parents/carers of the pupil and provide feedback to them on a regular basis

- Administer routine tests and invigilate exams and undertake routine marking of the pupil's work.
- Assist in the preparation and development of agreed curriculum activities for the pupil in question.
- Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, recording the pupil's achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the pupil in question in their use.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of the pupil in question out of lesson times, including before and after school and at lunchtimes.
- Display high levels of patience, resilience, and attentiveness, with the ability to respond flexibly to changing needs throughout the school day.

Support for the school

- Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
- Support with transitions as students move between classes
- Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures
- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Qualifications

- Maths and English GCSE or equivalent at level 4 or above (or equivalent)
- 3 A Level's at grade C or above (or equivalent)
- NVQ3 for Teaching Assistants or equivalent qualifications or experience.
- First Aid qualification (desirable)



Knowledge, Skills and Experience

- Experience of working with children with a physical disability within a learning environment.
- Experience in Manual Handling, carrying out transfers and delivering personal care
- Ongoing commitment to professional development in the areas of support pupils with the following: Visual support, Auditory support, Dyslexia support.
- Able to follow instructions accurately but make good judgements and lead when required
- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.
- Experience of building appropriate and effective relationships with young people.
- Good literacy and numeracy skills.
- Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.
- Understanding of the importance of confidentiality and discretion
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene with appropriate training

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detail orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Specific Skills

- Good IT skills, including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills.

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Executive Principal

I am delighted and proud to welcome you to Ark Victoria Academy, a family school in the heart of Small Heath. I joined our academy in 2019 and am working hard with our pupils and staff to make sure our school continues to improve. We want to provide an excellent education for each and every one of our pupils.



As Principal, it is my responsibility to create an environment in which your child can become a confident, articulate, resilient and kind young adult. Our curriculum, enrichment programme and student experience days, help ensure our pupils learn, thrive and make progress. We are committed to preparing and supporting our pupils to go on to pursue careers they are passionate about, contributing positively to society and living happy, healthy and fulfilled lives.

Our school community works hard to ensure our values of being **ambitious, resilient** and **kind** underpin our work and are upheld by us all.

We know that all children can and will achieve success and our dedicated staff work hard to nurture, support and provide challenge, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Please take a look around our website to find out what we can offer your child. The best way to really understand our school is to experience it. I would love to show you around and answer any questions you may have.

Ms Ela McSorley, Executive Principal

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff

- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.