



The CAM Academy Trust

Assistant SENDCo

Candidate information pack



WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The CAM Academy Trust. It's a great time to join our team, as we enter an exciting phase of development and look to the future.

I feel highly privileged to lead our trust at this time. Our five year strategy – CAM30 – sets out our roadmap to becoming a truly exceptional family of schools.



We are a values-driven trust – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from an education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will work together to deliver 'excellence for all', enabling all pupils and staff to thrive and be successful. If this excites you; we want to hear from you!

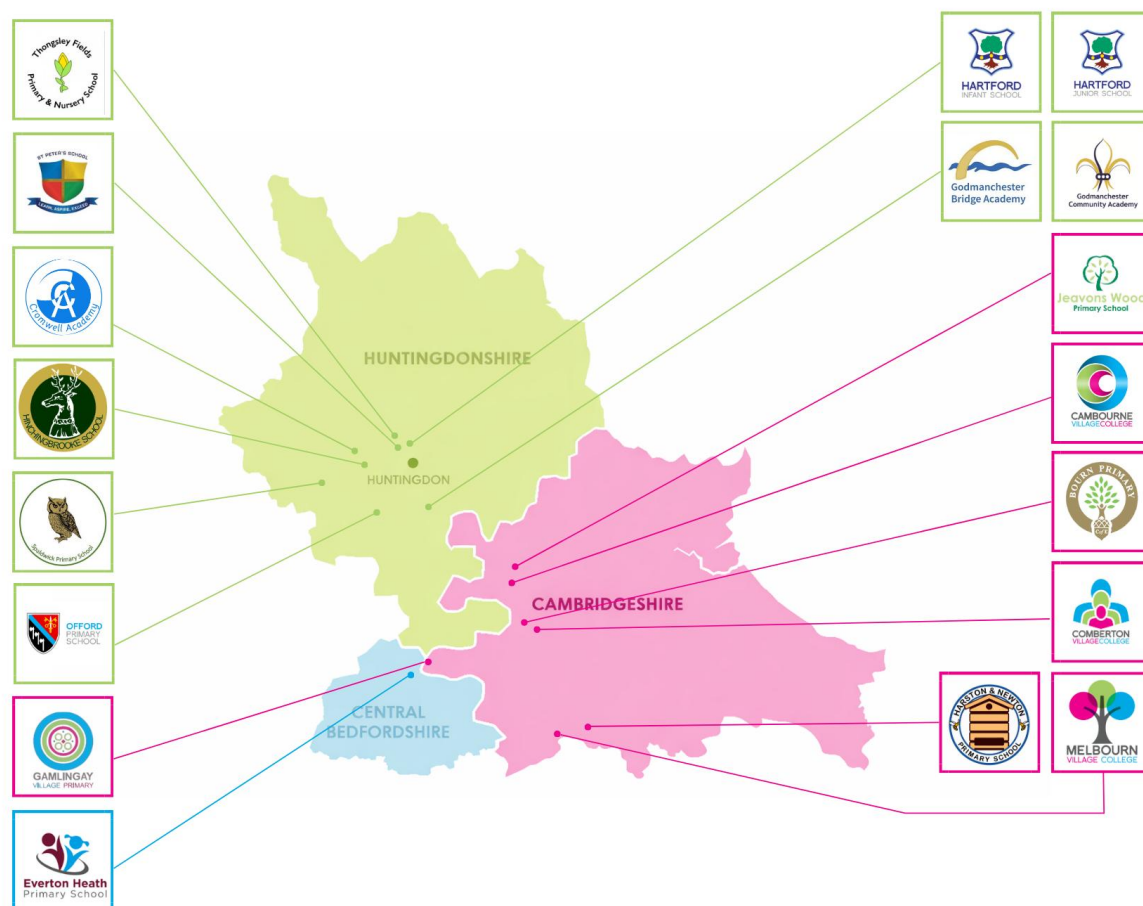
Claire Heald

ABOUT US

The CAM Academy Trust was established in 2011 and currently comprises twelve primary schools and five secondary schools, four of which include sixth forms. In January 2026, ACES Academies Trust - a Huntingdon-based multi-academy trust - merged with CAM, adding five additional schools to our family.

Our primary schools are Cromwell Academy, Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Godmanchester Bridge Academy, Godmanchester Community Academy, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Primary School, Spaldwick Primary School and Thongsley Fields Primary and Nursery School. Bourn Primary Academy joined as the first Associate Member in 2021.

Our secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Hinchingsbrooke School, Melbourn Village College and St Peter's School (and Sixth Form).



ABOUT US

Continued

Teacher training (CTSN)

The CAM Academy Trust supports the training of new teachers to become qualified members of the teaching profession. We do this through our SCITT (CTSN).

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only CAM Academy Trust schools, but also a wide network of schools across the region.

Our SCITT has a strong regional reputation.

Maths Hub

The CAM Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, as well as Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16.

The Cambridge Maths Hub offers free, high-quality professional development to maths teachers across the Hub area.

The Cabins

Our Cabin provisions are attached to four of our schools. The Cabins provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide expert support from highly skilled and caring staff.

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and offer high levels of pastoral support.



THE VACANCY

Salary: NJC Scale 5, Points 12 to 15 (£28,598 to £30,024 per annum FTE). Actual salary £21,132.06 per annum on point 12.

Contract: Permanent. 28 hours per week over 4 days per week. Term Time plus 5 training days (39 weeks per year)

Start date: As soon as possible

Place of work: Hinchingsbrooke School, Huntingdon

Hinchingsbrooke School is seeking a suitably skilled individual to join our existing SEND team as an Assistant SENDCo to support our SEND department in ensuring our SEND pupils have the required levels of support.

We are looking for someone with a clear passion for supporting young people with additional needs and is keen to help them overcome the barriers to their learning. Working directly under the SENDCo, this role will have you working with not only the SEND team but also with other key stakeholders across the school, wider agencies and the Trust.

This vacancy is offered as a job share and is suitable for candidates able to work 4 days a week.

The role will also include assisting the SENDCo with:

- The day-to-day management and coordination of an area of SEN provision across the school.
- Supporting the identification and assessment of students with SEN
- Providing guidance and support to teaching and support staff on effective strategies for inclusive education.
- Liaising with parents and carers, providing regular updates on their child's progress and addressing any concerns.
- Contributing to the maintenance of accurate records and documentation related to SEN provision.
- Supporting the development and delivery of staff training on SEN issues.

Why come to Hinchingsbrooke?

Hinchingsbrooke is an outstandingly beautiful school, set in acres of grounds and adjoining a country park. Our ambition is to provide all students with a broad, challenging, and progressive curriculum experience. Extra-curricular activities are a much-valued feature of the school, and we seek to appoint staff who are willing to help maintain this tradition.



This is a fantastic school to work in: on interview, we ask candidates for their impressions of the School and without fail they comment on how wonderful our students are, the positive team ethos amongst staff and how friendly and welcoming the School is.

We are seeking to appoint a candidate who is passionate about supporting the future careers of our students; a team player who will thrive on collaboration and teamwork. Someone who really wants to make a difference! We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure.

Hinchingbrooke School values the diversity of our workforce and welcomes applications from all sectors of the community.

For further details please visit our website [Hinchingbrooke School - Home](#).



HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement on [MyNewTerm](#).

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than two sides of A4.

Applications will only be accepted from applicants completing the application form in full. Please note that we do not accept CVs.

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience meet the person specification, taking into consideration the job description.

We reserve the right to interview and appoint within the application window. With this in mind, we encourage you to apply as soon as possible.

If you have any questions about this role, please contact Debbie Warner, Principal's PA on dwarner@hbk.acesmat.uk.

Closing date: 09.00 on Thursday 17th September 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 5, Points 12 to 15 (£28,598 to £30,024 per annum FTE). Actual salary £21,132.06 per annum on point 12.

Line of responsibility:

The Assistant SENDCO is directly responsible to the SENDCO and Trust Director of SEND.

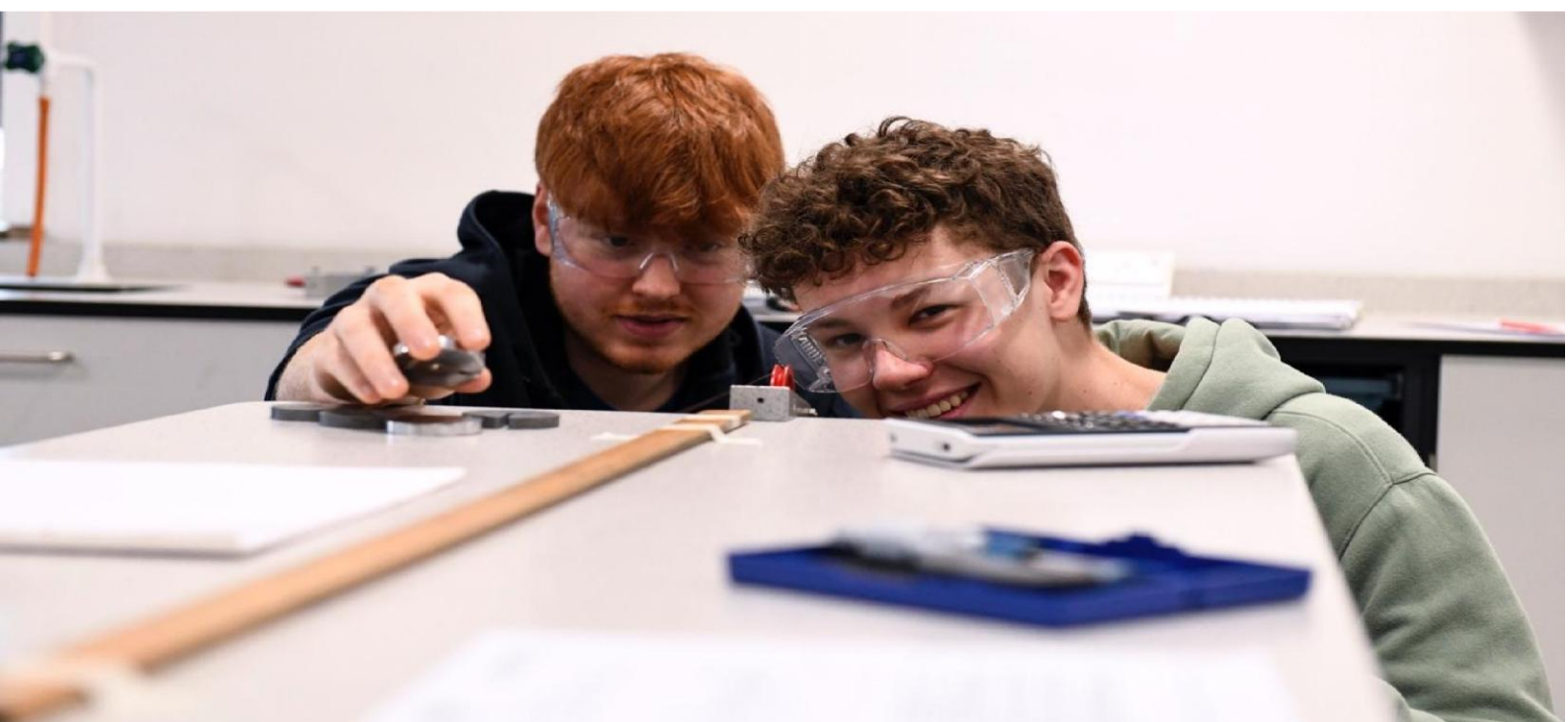
Strategic purpose:

To assist the SENDCO in leading the provision for SEND within school and to manage appropriate resources for SEND and ensure that they are used efficiently, effectively, and safely. To support with, where appropriate, SEND resources to ensure that pupils identified as having individual needs have the required levels of support. To support the SENDCO in managing the implementation of an inclusive learning environment and within the context of the school's aims and policies, to work with the SENDCO to develop and organise intervention groups and support.

To support learning of students as allocated by the SENDCO and to manage and maintain the day to day running of the SEND department in relation to support staffing, student and parent support, and administration. To oversee SEND provision and be a link to the allocated year teams, including supporting the referral processes in these year groups.

In addition to the responsibilities described, to carry out any other duties of a similar nature at the reasonable request of the central education team.

The job description will be subject to regular review and any changes will be made in consultation with the post holders. The aim will always be to reach agreement on any changes, but if agreement is not possible, the trust reserves the right to make the changes following consultation.



Six core principles

At the heart of our work lie the six core principles of The Cam Academy Trust. These drive everything that we do.



EXCELLENCE

We insist on the very best. This means setting out a clear entitlement to excellence for all our young people. For us, excellence comes from the highest standards of curriculum, teaching and pupil support. We adopt a mindset that keeps us striving for better.



COMPREHENSIVE EDUCATION

We are proud to educate pupils of all abilities, backgrounds and needs. Inclusive schools are vibrant communities, that are richer for their diversity. We value fairness and social equity.



BROAD EDUCATION

Our pupil entitlement offers more than just academic success. A broad education develops confidence, creativity and character. The wider experience and opportunities offered in our schools mean that our pupils have more choice and agency.



COMMUNITY

We prioritise our civic duty. Our schools are at the heart of their local communities. We draw on the best that our local area has to offer and work with community leaders to help our schools thrive.



PARTNERSHIP

Together we achieve more than we can alone. We deeply value the partnership we have with our families. CAM plays an active role in our communities, our region and the wider education system. We share, and build connections to help make the system better.



INTERNATIONAL

We think beyond borders; we value diversity. We prepare pupils to thrive in a global society, promoting cultural understanding and awareness of the wider world.

The CAM Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire

JOB DESCRIPTION continued

Main responsibilities	• To liaise with relevant outside agencies to ensure that individual pupil's SEND needs are met effectively and that the requirements of EHCPs are met fully. • Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies. • Ensuring that staff are kept informed of pupil's SEND using the systems in place within school. • Working with the SENDCo and other staff to ensure that Pen Portraits are used to support targets and match provision well to students' needs. • In conjunction with the SENDCO use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils. • To work with the SENDCo to promote an inclusive learning environment. • To liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the SENCO / Director of SEND. • To monitor the progress of students with SEND and advise the SENDCo of concerns. • To support meetings of SEND staff, communicate information to staff and co-ordinate resulting action. • To chair / be a part of Annual Review meetings within school and ensure follow up actions from these as required.
People and Administration	• To support the provision of SEND, including the allocation of support time and overseeing the organisation of the writing of Pen Portraits. • To manage the referral system for SEND and ensure follow up, as appropriate. • To co-ordinate, plan and record Annual Review meetings within school and organise any resulting action from these.
Disability support and exam access provision	• To support the process of access arrangements in liaison with the Examinations Manager. • To support the SENDCO to co-ordinate and plan the provision and administration needed for students with disabilities within the school.
Personal development	• Maintain excellent subject expertise and awareness of the latest, evidence informed practice • Engage in regular professional learning and reading. • Engage positively in the Trust's arrangement for performance management and professional growth.
Safeguarding	• Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools.

	• Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety). • Safeguarding the mental health and wellbeing of students and staff
Advocacy and influence	• Be an advocate for the Trust externally and across our schools. • Be outwards facing and see opportunities for positive influence and external partnership and networking.

The CAM Academy Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualification and Experience		
5 GCSE'S including English and Maths to Grade 4/C or equivalent	X	
Working knowledge of the SEND Code of Practice	X	
Qualification relevant to the role		X
Data analysis skills, and the ability to use data to inform provision planning		X
Strong information and communication technology (ICT) skills	X	
Excellent admin skills	X	
Excellent planning and organisational skills	X	
Ability to work under pressure and meet deadlines	X	
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	X	
Ability to work pro-actively and identify ways to support the smooth running of the school	X	
Ability to report on students' knowledge, understanding and skills	X	
Experience carrying out the role as per the job description		X
Experience in organising Exam Access Provision for formal qualifications		X
Experience of working with young people		X
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all pupils	X	
Ability to form sound relationships with colleagues and the wider school community	X	
Ability to deal with difficult situations in an objective and professional manner	X	
Effective communication and interpersonal skills	X	
High degree of discretion in dealing with confidential information	X	
Ability to work under pressure and prioritise effectively	X	
Good record-keeping skills	X	
Commitment to getting the best outcomes for students and promoting the ethos and values of the school	X	
Commitment to equal opportunities and securing good outcomes for students with SEN or a disability	X	
Team player who is adaptable and committed in every aspect of professional life	X	

BENEFITS

We offer the following benefits, designed to promote your wellbeing and make your time with The CAM Academy Trust satisfying and rewarding.

Core benefits

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous pension scheme.
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme).

Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work related issues, as well as problems affecting your home life.
- Environment – good working environment with excellent facilities.

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff.

Employee discounts

- Car parking – free and on-site.
- Hot drinks – tea & coffee making facilities provided.
- Cycle-to-work scheme – save £££ on a new bike and accessories.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.

School specific Benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

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