



**The CAM Academy Trust**  
**SENCo**  
**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!

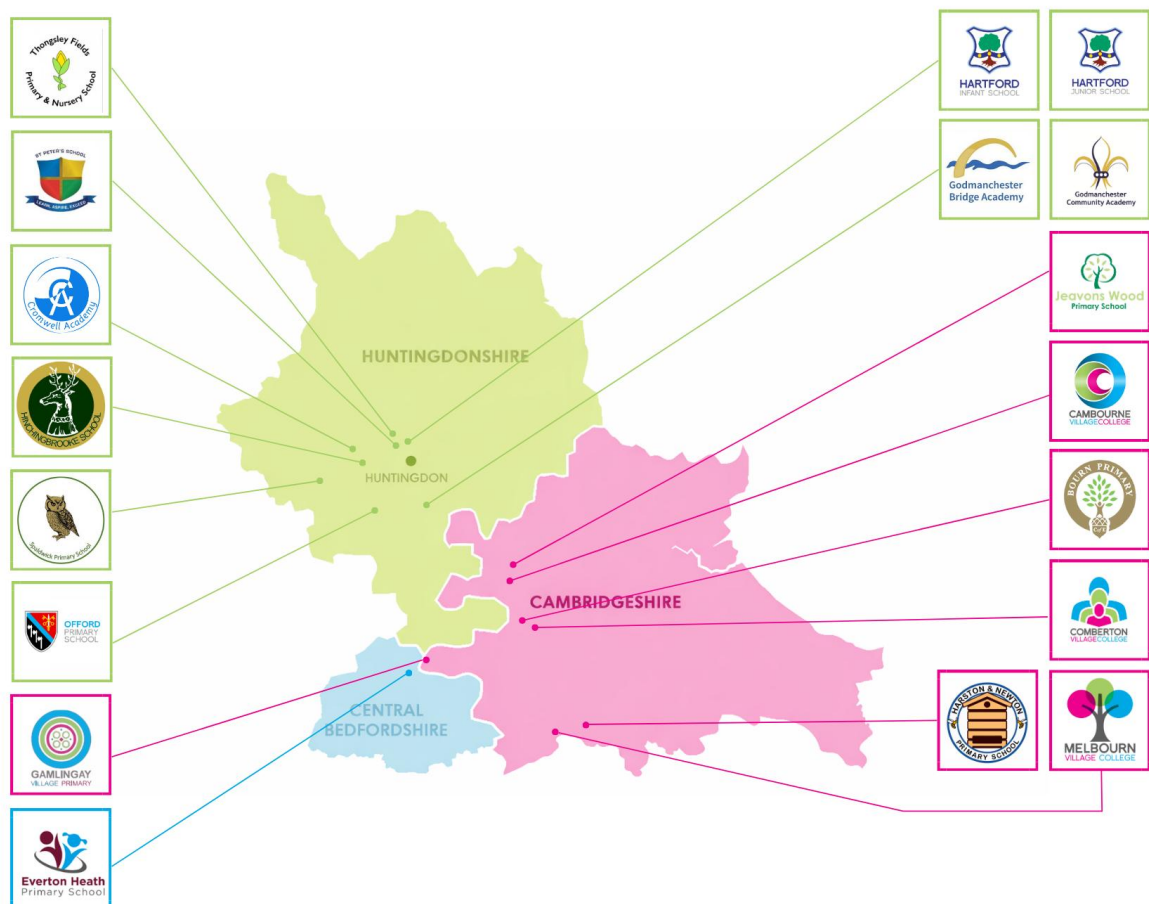
**Claire Heald**

# 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:** MPS/UPS plus a TLR1C £12,521 per annum

**Contract:** Permanent. Full time.

**Start date:** September 2026

**Place of work:** Cambourne Village College, Cambourne, Cambridgeshire

We are seeking to appoint an enthusiastic and committed SENCO to join our highly committed team from September 2026. The Special Educational Needs department is already well-established with resources to enable all children to have access to the whole curriculum, and an outstanding inclusion team that is highly valued by the senior leadership team and teaching staff. We are looking for a dedicated SENCO with a passion for Special Educational Needs, the ability to demonstrate excellent leadership and management skills to further develop and lead SEND within the school. They will be able to develop and maintain learning resources within the Centre for SEND, by Monitoring and tracking the progress of pupils with SEN support and those with EHCPs to ensure consistently high attainment.

The successful candidate will implement the SEN Code of Practice and be committed to supporting SEND students through their work in close partnership with teaching staff, parents and carers, and liaise with a wide range of external professionals.

It is an exciting time to join our teaching staff at Cambourne Village College and Cambourne Sixth Form. Already a well-established and successful school, the addition of our Sixth Form marks the final phase of our expansion. The school benefits from a wealth of exciting facilities and a strong culture of mutual support; staff morale is high and our students are courteous and eager to participate in the highly engaging curriculum offered to them. We are ambitious for our Sixth Form to reflect the successes of our main school, where results are consistently strong, with excellent progress 8 scores. Cambourne Village College is a 1:1 iPad school, with all students having a personal device; our Sixth Form students will have a device of their choosing in all lessons.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as part of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. A 350 place sixth form opened in September 2024, and we have capacity for 175 students in each of Years 12 and 13. Joining Cambourne Village College represents a unique opportunity to work in a newly established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

For further details please visit our website [www.cambournevc.org](http://www.cambournevc.org).

## 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 Nadine Malcolm, Assistant Principal on [nmalcolm@cambournevc.org](mailto:nmalcolm@cambournevc.org).

**Closing date: 09.00 on Monday 22nd June 2026**

**Interview date: Friday 26<sup>th</sup> June 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

The post holder will be paid on the appropriate point of the main or upper pay scale plus a TLR1C £12,521 per annum

### **Line of responsibility:**

The successful candidate is directly responsible to the Assistant Principal: Inclusion

### **Line Management:**

The SENCo will ensure effective line-management of the teachers and support staff associated with the Centre for SEND

### **Strategic purpose:**

To have the ability to demonstrate excellent leadership and management skills to further develop and lead SEND within the school. To be able to develop and maintain learning resources within the Centre for SEND, by Monitoring and tracking the progress of pupils with SEN support and those with EHCPs to ensure consistently high attainment.

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

<b>Main responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure that the College complies with the current SEN Code of Practice and DDA legislation.</li><li>• Develop and maintain effective communication with partner organisations, the Local Authority, external agencies and parents, to improve SEND provision, delivery and individual SEND pupils' achievements.</li><li>• Completion of statutory paperwork including EHCP Annual Reviews, placement requests and review IAEPs on a timely basis.</li><li>• Contribute to Department Reviews and Development Plans in line with established College processes.</li><li>• Oversee the SEND budget in conjunction with the Head teacher.</li><li>• Develop and maintain learning resources within the Centre for SEND</li><li>• Ensure effective communication with parents, responding to parental concerns and alerting SLG and colleagues as necessary.</li><li>• Liaise with other key personnel within the College and across the Trust, as necessary.</li><li>• Manage the Centre team, including Assistant SENCO, SEN Intervention teacher, Centre Manager, Administrative team and Teaching Assistants, recruiting as appropriate and ensuring their effective training and performance management.</li><li>• Provide training opportunities for teachers and support staff on all matters relating to SEND and provide advice on the most effective teaching and learning strategies to promote high quality teaching.</li><li>• Monitor the effectiveness of internal SEND referral system, advising colleagues on procedures to raise SEN related concerns.</li><li>• Attend inclusion, pastoral and middle leader meetings to ensure regular updates are shared; liaise with the pastoral teams on an ongoing basis.</li><li>• In conjunction with the Assistant SENCO and the exams officer, manage the exam access arrangement process.</li><li>• Contribute to the formulation and updating of relevant school policies, in particular the SEND policy and the SEND information report.</li></ul> <p><b>Ensure Appropriate Provision for Pupils with SEND</b></p> <ul style="list-style-type: none"><li>• Ensure provision as set out in individual pupils' Education, Health and Care Plans so that appropriate support is provided in a cost-effective manner.</li><li>• Manage EHCP Annual Reviews for all pupils with an Education, Health and Care Plans.</li><li>• Identify and apply to relevant agencies for assessment and support of pupils with SEND.</li></ul>
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	<ul style="list-style-type: none"> <li>• Maintain the SEND register and Disability Register, and provide strategy sheets, EHCP summary documents, IEPs for pupils with SEND, where appropriate.</li> <li>• Monitor and track the progress of pupils with SEN support, and those with EHCPs, in order to ensure consistently high attainment, providing reports where required for parent meetings and statutory paperwork.</li> <li>• Oversee the application process for EHCPs for students with SEND</li> <li>• Ensure provision for pupils with SEN who do not qualify for a Education, Health and Care Plan, within the College's means.</li> <li>• Design, implement /oversee and review the provision of appropriate intervention strategies to improve the literacy and numeracy levels for pupils operating below designated levels in KS 3 and 4.</li> <li>• After each progress report cycle, monitor individual SEND pupils' progress across their subjects and prepare further intervention support if required.</li> <li>• Manage the liaison the with primary schools and post sixteen providers to aid transition and facilitate inclusion for pupils with SEND.</li> <li>• Ensure the achievement of SEND pupils are celebrated.</li> </ul>
<b>Assessment, recording and reporting</b>	<ul style="list-style-type: none"> <li>• Keep appropriate records of pupils' work in line with College policy</li> <li>• Mark and return work set, including homework, within an agreed and reasonable time</li> <li>• Apply the College's Assessment Policy when marking pupils' work</li> <li>• Complete pupil reports in line with College policy</li> <li>• Attend parents' evenings as required and keep parents informed about their child's performance and future target</li> </ul>
<b>Pastoral work</b>	<ul style="list-style-type: none"> <li>• Undertake responsibility for a form group</li> <li>• Monitor and set targets for the social and academic progress of all pupils in the form</li> <li>• Endeavour to build a good relationship with the pupils in the form, so that they will look to the teacher for support and advice</li> <li>• Command high standards of pupil behaviour and conduct at all times and support the College in its application of related policies</li> <li>• Report issues of concern to the appropriate senior staff</li> <li>• Maintain an accurate register of attendance and do everything possible to encourage good attendance</li> <li>• The teacher will be part of the College's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The College will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date</li> </ul>
<b>Personal development</b>	<ul style="list-style-type: none"> <li>• Maintain excellent subject expertise and awareness of the latest, evidence informed practice</li> <li>• Engage in regular professional learning and reading.</li> </ul>

	<ul style="list-style-type: none"> <li>Engage positively in the Trust's arrangement for performance management and professional growth.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Adhere to Trust safeguarding policy and procedure at all times.</li> <li>Promote strong cultures of safeguarding across the Trust and schools.</li> </ul>
<b>Advocacy and influence</b>	<ul style="list-style-type: none"> <li>Be an advocate for the Trust externally and across our schools.</li> <li>Be outwards facing and see opportunities for positive influence and external partnership and networking.</li> </ul>

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
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	X	
<ul style="list-style-type: none"> <li>Good degree or equivalent qualification</li> </ul>	X	
<ul style="list-style-type: none"> <li>National SENCo Qualification</li> </ul>	X	
<ul style="list-style-type: none"> <li>Evidence of involvement in continuing professional development activities</li> </ul>		X
<ul style="list-style-type: none"> <li>Leadership of SEND</li> </ul>	X	
<ul style="list-style-type: none"> <li>Achieving successful outcomes for students with a range of SEND</li> </ul>	X	
<ul style="list-style-type: none"> <li>Achieving successful outcomes for students with a range of SEMH</li> </ul>	X	
<ul style="list-style-type: none"> <li>Managing SEND documentation, including the EHCP</li> </ul>	X	
<ul style="list-style-type: none"> <li>Monitoring, tracking and evaluating student progress</li> </ul>	X	
<ul style="list-style-type: none"> <li>SEN tracking software</li> </ul>		X
<ul style="list-style-type: none"> <li>Liaison with a range of agencies</li> </ul>	X	
<ul style="list-style-type: none"> <li>Developing strategies to improve pupil performance</li> </ul>	X	
<ul style="list-style-type: none"> <li>Developing and implementing inspiring teaching materials</li> </ul>	X	
<ul style="list-style-type: none"> <li>Collaborating with and supporting other professionals to improve outcomes</li> </ul>	X	
<ul style="list-style-type: none"> <li>Collaboration with parents</li> </ul>	X	
<ul style="list-style-type: none"> <li>Leading teaching initiatives</li> </ul>	X	
<ul style="list-style-type: none"> <li>Supporting student transition</li> </ul>	X	
<ul style="list-style-type: none"> <li>Managing budgets</li> </ul>	X	
<b>Knowledge and Interpersonal Skills</b>		
<ul style="list-style-type: none"> <li>Belief in inclusion and the right of all to be the best they can be</li> </ul>	X	
<ul style="list-style-type: none"> <li>Willingness to embrace new technologies and software to enhance pupil progress</li> </ul>	X	
<ul style="list-style-type: none"> <li>High personal motivation</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to inspire and lead a team</li> </ul>	X	
<ul style="list-style-type: none"> <li>Desire to innovate</li> </ul>	X	
<ul style="list-style-type: none"> <li>Creative approach to problem solving</li> </ul>	X	
<ul style="list-style-type: none"> <li>Optimism</li> </ul>	X	
<ul style="list-style-type: none"> <li>Resilience</li> </ul>	X	
<ul style="list-style-type: none"> <li>Empathy</li> </ul>	X	

• Honesty and Integrity	X	
• Strong team player		X
• Excellent organisational skills	X	
• Excellent communication skills	X	
• Excellent classroom practitioner	X	
• Ability to form effective working relationships	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.



The CAM Academy Trust

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