



**The CAM Academy Trust**  
**Class Teacher with SENDCo**  
**responsibilities**

**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!

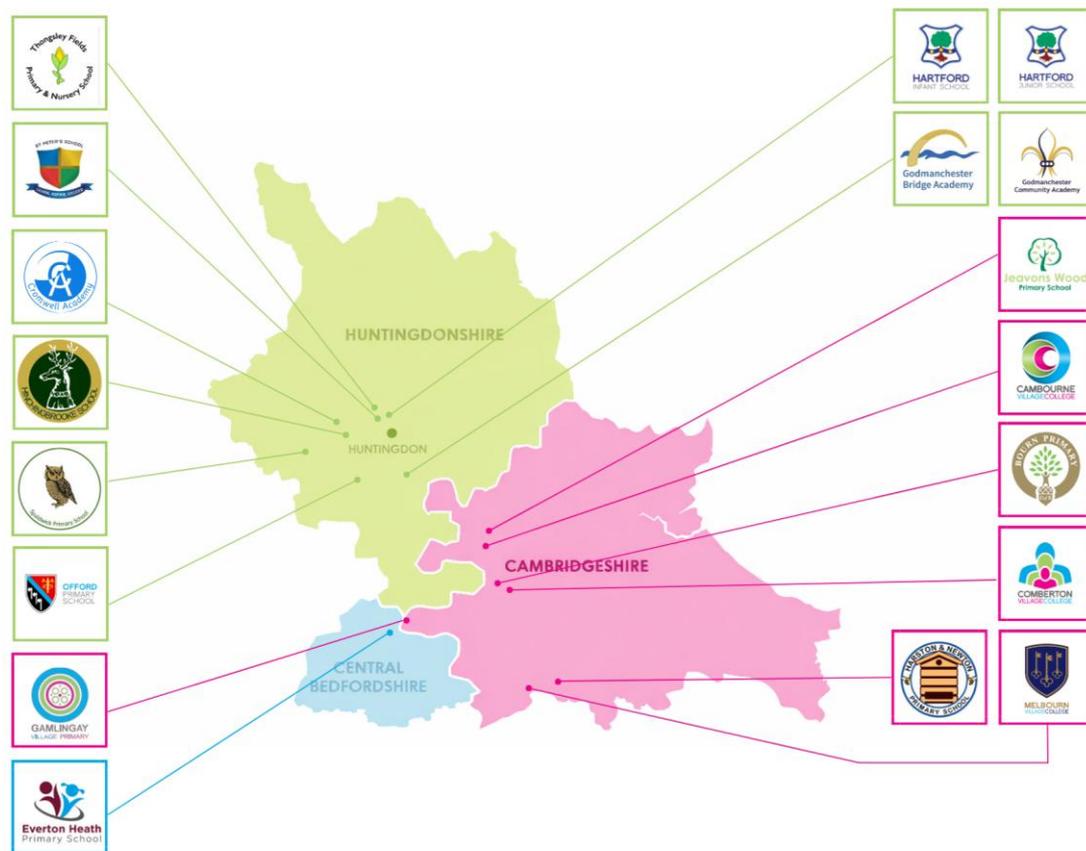
**Claire Heald**

# 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 SEN1 allowance £2,786 per annum (if SEN qualified)

**Contract:** Permanent, Part time 60% - 2 days teaching and 1 day as SENDCo (specific days negotiable)

**Start date:** As soon as possible

**Place of work:** Offord Primary School, Offord Darcy, St Neots

We are seeking an enthusiastic and dedicated practitioner to join our team as a **part-time Class Teacher** combined with **one day per week as our SENDCo**. This role is ideal for a skilled teacher who is passionate about securing excellent outcomes for all learners and committed to inclusive practice across the school.

The successful candidate will teach for two days per week (year group to be confirmed) and take responsibility for the strategic leadership of SEND on their SENDCo day, working closely with staff, families, external agencies, and senior leaders.

## Key Responsibilities

### Class Teacher (2 days per week)

- Deliver high-quality teaching and learning that ensures progress for all pupils.
- Plan, prepare, and assess pupils' work in line with curriculum expectations.
- Create an inclusive, engaging classroom environment.
- Establish positive relationships with pupils, colleagues, and parents.
- Contribute to the wider life of the school, including meetings, planning, and events where appropriate.

### SENDCo (1 day per week)

- Lead and manage the provision for pupils with Special Educational Needs and Disabilities.
- Oversee the identification, monitoring, and review of pupils with SEND.
- Coordinate and manage interventions and additional support.
- Work in collaboration with teachers to ensure high-quality classroom practice for pupils with SEND.
- Liaise with external agencies, specialists, and the Local Authority.
- Maintain accurate and compliant SEND documentation, including EHCP processes.
- Support staff with training, advice, and development related to SEND practices.
- Contribute to strategic development of inclusion across the school.

We are committed to high quality professional training and supporting career development.

Offord Primary school is a small village school in the heart of the community. It currently educates over 80 pupils across 4 classes. It is a feeder and catchment school for Hinchingsbrooke. It became part of The Cam Academy Trust in 2019 and is one of the academies within The West Village Partnership, a group of schools working more closely together to further enhance opportunity.

For further details on the school please visit our website [Home - Offord Primary School](#)

## 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 Sally Day, Head of School on [office@offordprimaryschool.org](mailto:office@offordprimaryschool.org).

**Closing date: 09.00 on Monday 13<sup>th</sup> April 2026**  
**Interviews to be held on: Friday 17<sup>th</sup> April 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 SEN1 allowance of £2,786 per annum (if SEN qualified)

### **Line of responsibility:**

This role will report to the Head Teacher

### **Strategic purpose:**

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. The post holder shall maintain a good understanding of whole College curriculum, assessment and pastoral policies.

In addition to the responsibilities described above, 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.



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

<p><b>Teaching and class management</b></p>	<p><b>Plan teaching to achieve progression in pupils' learning through:</b></p> <ul style="list-style-type: none"> <li>• Identifying clear teaching and learning objectives and specifying how they will be taught and assessed</li> <li>• Setting tasks, including homework, which challenge pupils and ensure a high level of interest</li> <li>• Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work</li> <li>• Setting clear targets building on prior attainment</li> <li>• Identifying the needs of individuals and groups within the class, taking note of individual education support plans and the requirements of the SEND Code of Practice</li> <li>• Making effective use of assessment information when planning lessons</li> <li>• Planning opportunities to further contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development</li> <li>• The use of Teaching Assistant time as appropriate.</li> <li>• Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident</li> <li>• Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships</li> <li>• Provide clear structures for lessons maintaining pace, motivation and challenge</li> </ul> <p>Use a variety of teaching methods to:</p> <ul style="list-style-type: none"> <li>• Structure information well, including outlining content and aims and summarising key points as the lesson progresses</li> <li>• instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary</li> <li>• use effective questioning, listen carefully to pupils, give attention to errors and misconceptions</li> <li>• select appropriate learning resources and develop study skills through library, ICT and other source</li> <li>• ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught</li> <li>• critically evaluate teaching to improve effectiveness</li> </ul>
<p><b>Monitoring, assessment, recording and reporting</b></p>	<ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching</li> <li>• Mark and monitor pupils' work and set targets for progress</li> </ul>

	<ul style="list-style-type: none"> <li>• Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving</li> <li>• Moderate work and planning internally with other colleagues and externally with local schools</li> <li>• Prepare and present informative reports to parents</li> <li>• Identify children who are more able and talented or have any special educational needs within any curriculum area and ensure staff are aware of additional needs and support to be given.</li> </ul>
<b>Other professional requirements</b>	<ul style="list-style-type: none"> <li>• To have a working knowledge of teachers' professional duties and legal liabilities</li> <li>• Operate at all times within the stated policies and practices of the school</li> <li>• Establish effective working relationships and set a good example through their presentation and personal and professional conduct</li> <li>• Endeavour to give every child the opportunity to reach their potential and meet high expectations</li> <li>• Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school</li> <li>• Take responsibility for own professional development and duties in relation to school policies and practices</li> <li>• Liaise effectively with parents and governors as necessary</li> <li>• In addition to carry out other duties as reasonably required by the Headteacher</li> <li>• To participate in the performance management process</li> <li>• Contribute to the support, career development, professional development and training of members of the team, teaching assistants and visiting student teachers.</li> <li>• Ensure adherence to school policy regarding relevant health and safety regulations and report any concerns to the Headteacher.</li> <li>• Support the Headteacher in promoting and safeguarding the welfare of children.</li> </ul>
<b>Liaison with stakeholders</b>	<ul style="list-style-type: none"> <li>• Maintain links with trust schools and outside agencies to ensure curriculum continuity.</li> <li>• Provide information to parents, governors and colleagues about the work of the school and the progress of the pupils.</li> <li>• Participation in liaison activities with pupils and parents.</li> <li>• Awareness of equal opportunities and relevant policies</li> </ul>
<b>Health, safety and discipline</b>	<ul style="list-style-type: none"> <li>• Promote the safety and well-being of pupils in accordance with the school's Safeguarding and other relevant policies.</li> <li>• Maintain good order and discipline among pupils in accordance with the school Behaviour Policy.</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> <li>Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).</li> <li>Safeguarding the mental health and wellbeing of students and staff</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>		
Qualified Teacher Status (QTS)	X	
Evidence of ongoing professional development	X	
Successful teaching experience within primary education	X	
Experience adapting teaching to meet diverse learner needs	X	
Experience working collaboratively with colleagues and families	X	
NASENCo qualification (or willingness to undertake)		X
Additional SEND or inclusion training		X
<b>Knowledge and Interpersonal Skills</b>		
Strong understanding of high quality teaching and learning	X	
Knowledge of the SEND Code of Practice	X	
Ability to assess, plan, and monitor to secure good progress for all pupils	X	
Excellent communication and interpersonal skills	X	
Strong organisational and time management skills	X	
Commitment to inclusive practice and improving outcomes for pupils with SEND	X	
Ability to support and advise colleagues on SEND strategies	X	
Ability to analyse data and monitor SEND provision	X	
Positive, flexible, and solution focused approach	X	
Ability to build strong relationships with pupils, staff, and families	X	
Commitment to safeguarding and promoting pupil welfare	X	
Reflective practitioner who welcomes feedback and professional growth	X	
Commitment to the school's values and ethos	X	
Ability to work effectively as part of a team	X	
High expectations for pupils' out-comes and behaviour	X	
Willingness to contribute to the wider life of the school community		X
Interest in leading areas of school development		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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