



UNIVERSITY OF
WINCHESTER
ACADEMY TRUST

July 2026

Dear Applicant,

Thank you for your interest in the post at North Waltham Primary school.

This is an exciting opportunity to join our innovative school team, where we value the whole child and are committed to fostering both personal growth and high academic achievement. The successful candidate will play a key role in delivering our vision for a caring school at the heart of the community. As a village school, we place great importance on building strong relationships with our local community. We are seeking a passionate and dedicated individual who is enthusiastic about supporting and empowering each child to flourish—helping them become respectful, innovative, and curious individuals who always strive for personal excellence.

In return for this dedication and commitment to excellence, we offer a supportive climate in which to grow and further develop your career. As part of The University of Winchester Academy Trust you will benefit from a comprehensive programme of CPD and support from the University and from Trust colleagues.

We are very proud to be part of the University of Winchester Academy Trust which is a family of 5 schools. Our sponsor the University of Winchester is recognised for its outstanding practice in teacher training, and we work closely with the University and the other schools in our Trust. Our Trust is an exciting and supportive place to be, which offers further career opportunities for all.

To enable you to fully understand what North Waltham Primary School has to offer you, I would encourage you to come and have a tour of the school. I would be delighted to welcome you to the school to answer any questions you may have. Please contact adminoffice@northwaltham.hants.sch.uk to arrange an appointment.

The closing date for applications is 16th September 2026. However please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.

I look forward to hearing from you,

Emma Cady
Headteacher



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North Waltham Primary

Part-time SENCo

Closing date: 16th September 2026 at 12pm

Job Start Date: 2nd November 2026 or sooner depending on candidate availability

Contract/Hours: 0.2 FTE (1 day per week)

Key Stage: Primary

Salary Type: Main pay range/UPR plus SEND allowance

Salary Details: £32,916-£51,048 plus SEND allowance

Location of Role: North Waltham Primary School

Contact e-mail address: adminoffice@northwaltham.hants.sch.uk

Job/Person Summary

North Waltham Primary school is a happy, friendly and welcoming village school close to Basingstoke, just off Junction 7 of the M3. We provide an inclusive learning environment; we do this by offering a curriculum that is interesting and motivating and by ensuring that children feel happy, safe and valued in school. Relationships are central to ensuring that every child is nurtured in order to develop within them a positivity and confidence to embrace learning. Our children leave us with the skills, values and knowledge to prepare them for the next phase of their education, as well as happy memories of their time at our village school. We have a wonderful environment comprising historic buildings, attractive classrooms and extensive grounds. We joined the University of Winchester Academy Trust in May 2025 which offers excellent opportunities for collaborative work.

This is a part time SENCO opportunity with no teaching responsibilities. Your primary responsibilities as SENCO will be to work alongside and in collaboration with our children, staff and families. We are looking for candidates with a track record of success in improving standards for SEND children in schools. As the SENCO, you will have responsibility for leading, developing and maintaining a high standard of provision for learners with SEN/D, ensuring that the standards of attainment and achievement are high and that all pupils make sustained progress.

As part of the role you will have the exciting opportunity to collaborate with other SENCOs from across the Trust as part of a group working together in each of our schools to improve standards.

As part of the role, you will be expected to improve the provision and outcomes for SEND pupils, complete statutory processes and paperwork, work closely with external agencies, parents and families to support our growing number of pupils with SEND.

The Role:

- Open to existing SENCOs who hold the SENCO qualification
- Part-time, non-class-based
- Designated Teacher
- Applicants MUST be a qualified teacher – UK QTS also required
- Sound knowledge of the SEND code of practice
- Commitment to getting the very best outcomes for pupils
- Comprehensive understanding of children with additional needs, child development and safeguarding



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- Ability to plan & evaluate interventions
- Excellent organisational and interpersonal skills

Why not look at our website at <https://www.northwaltham.hants.sch.uk/> to find out more about us.

Visits to the school are welcomed and can be arranged through the school office on 01256 397344 or via email to Adminoffice@northwaltham.hants.sch.uk

Early applications are encouraged. Please note that we reserve the right to interview and appoint before this date if suitable applications are received.

Application Procedure

An information pack and application form can be requested from North Waltham Primary School via email: adminoffice@northwaltham.hants.sch.uk

For an informal conversation about the post or to arrange to meet our Headteacher, Emma Cady, please contact the school office by email at adminoffice@northwaltham.hants.sch.uk

Completed application forms should be returned to Emma Cady, Headteacher via email at the above address. **We advise applicants to apply early as we reserve the right to close the advert if we receive sufficient high-quality applications prior to the closing date.**

Artificial Intelligence (AI) tools

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

North Waltham Primary School and The University of Winchester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

Job description - Special educational needs co-ordinator (SENCO)

Responsible to: CEO of University of Winchester Trust

Responsible for: Family Wellbeing Coordinator/ELSA/SEN Assistants

Salary: Main Pay Range / UPR plus SEND/TLR

Main purpose

The SENCO, under the direction of the headteacher/CEO, will:

- Determine the strategic development of special educational needs (SEN) policy and provision in the school and across the Trust
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Provide professional guidance to colleagues, working closely as part of the Trust inclusion team and with staff, parents and carers, and other agencies

The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD. While the SENCO will have responsibility for the oversight of provision for pupils with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

Duties and Responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the school & Trust, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Continually look for ways to develop stronger practice across our family of schools

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer

- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care (EHC) plan with parents or carers and the pupil
- Communicate regularly with parents/carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children (LAC), where a looked-after pupil has SEN or a disability

Leadership and management

- Work with the headteacher, CEO, other members of the inclusion team and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the governing board is required to publish
- Contribute to the SIP and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEN policy
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability
- Lead & manage the Family Wellbeing Coordinator
- Review staff performance on an ongoing basis

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with SEN
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges

Other areas of responsibility

- Work with the other members of the UWINAT inclusion team to develop a strategic approach to managing SEND across our group of schools.

The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or CEO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to carry out those duties as specified in the School Teachers pay and Conditions Document in consultation with the Headteacher.