



Application Pack

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SENDCO and Inclusion Lead

Our Vision:

‘Let your light shine’

‘Let your Light Shine’



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Thank you for your interest in joining the team at Castor Church of England Primary School

Here at Castor, we put children's enjoyment and achievement at the centre of everything we do. We work hard to provide a creative and engaging school curriculum, and there is always plenty going on, and much to celebrate!

The values and aims of our school are built firmly on Christian beliefs and principles, embodied not only in our heritage as a Church School but also in our everyday interactions and activities. It is through the support we give to each other that we build up respect, friendship and effective teamwork.

I hope you find the information in this pack useful, and if you would like further information or would like to visit the school, please feel free to contact us using the information at the end of this pack.

Mrs S Phillips

Headteacher

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We take staff wellbeing seriously Castor. Please see our Staff Wellbeing Charter below:

STAFF WELLBEING CHARTER

At Castor C of E Primary School, we believe that our staff's wellbeing comes first: happy staff means a happy learning environment for all.

Below is a list of some of the small things, which we believe contribute to supporting the wellbeing of our staff and show recognition that their efforts and work are always valued:

Teachers' PPA time can be taken at home – we believe this gives our teachers the time, space and freedom to have opportunities for family time and to do all those things that can't be done in a working day.

Open Door – Senior leaders' doors are always open for advice and to discuss any matters.

Manageable Marking – we believe that teachers should use their time on creating fantastic lessons to meet the needs of their pupils rather than time spent marking.

Free Refreshments – school pays for all tea/coffee/milk for staff.

Staff Meetings – our staff meetings are used purposefully supportive CPD and essential tasks.

End of Term Breakfast – at the end of each term breakfast is provided for our staff to enjoy.

Duties – responsibility for duties is shared equally, as much as possible, to limit additional staff workload.

Social Gatherings – optional meetups are encouraged for staff to relax, unwind and celebrate.

Communication – WhatsApp, Google Calendar and email are used to try to keep everyone as up-to-date as possible with news and events. Staff can opt in and out of these notifications whenever they please, with no expectation of out of hours responses. Deadlines are carefully considered and well publicised.

Duvet Days – we offer all of our staff the opportunity to have a whole school day off per year, no questions asked!

Residential Reward – in recognition of the free time given up attending residential trips we reward each member of staff with a day off.

Mental Health First Aider – it is incredibly important to us that staff know that there is always someone available for them to talk to.

Buddy – new staff have a colleague who can offer support when needed.

Castor Church of England Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard

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to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details: SENDCO

Salary: Negotiable depending on experience

Contract type: Permanent - Part Time

Reporting to: Headteacher

Subject Leadership: Negotiable based on experience

Closing date for applications: Monday 9th February 2026

Interviews to be held: Thursday 12th February 2026

Start date: As soon as possible but we are prepared to wait for the right candidate.

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
 - Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils

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- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school ➤ Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils and staff
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents/carers, relevant staff and governors

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school

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- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher 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 teacher 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 line manager.

Person specification

CRITERIA	QUALITIES
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Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Degree or equivalent• Successful primary teaching experience• Experience of leading a subject
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• A sense of humour and ability to work well within a team• A willingness to learn as well as share expertise

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Notes to Applicants

For this post a school's application form is required to be submitted. Applications will only be accepted from applicants completing the application form in full. We do not accept CV's in support of an application.

Interviews will be offered to those applicants who best demonstrate:

- How skills, abilities and experience match the person specification, taking into consideration the job description;
- Evidence of your commitment to the needs of the role in the school.

If possible, we encourage you to visit the school in advance of applying.

The interview will involve a range of activities including:

- Formal observation
- Pupil Panel
- Panel Interview

Please visit our school website or the school in person for more information. Completed applications should be emailed to finance@castor.peterborough.sch.uk

This post is exempt from the Rehabilitation of Offenders act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non conviction information. Once appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

Thank you for your interest in this post.

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