



Dear Applicant

Thank you for showing an interest in the Deputy SENCo with Intervention responsibilities post at Portchester Community School.

We are seeking to appoint a dynamic and highly motivated teacher to join our Learning Support Department. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. You will need to be an inspirational teacher with a 'can-do' attitude. If you match the description outlined above – then our great pupils would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Deputy SENCo with Intervention responsibilities

Permanent, Full Time - 37 hours per week

Term-time only plus one week (40 weeks)

Grade E, Actual Salary: £29,107 to £31,906 p.a.

Full Time Equivalent Salary: £33,178 to £36,369 p.a.

Closing Date: Monday 13 July 2026

Portchester Community school is seeking a highly motivated and dynamic Deputy SENCo to join our growing Learning support team from September 2026 or January 2027. The post is suitable as either a teaching or non-teaching post.

The successful candidate will join the department at a pivotal time of growth and development. Supporting the growing SEN leadership team, they will contribute to the strategic leadership and operational management of the department, helping to shape its future direction.

Portchester Community school is a highly inclusive school with a Resourced Provision for pupils with physical disabilities. We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

As the Deputy 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.

You will contribute to staff training, monitor and evaluate SEN provision and ensure strategies are adopted to ensure high quality teaching and learning.

We offer:

- An established and comprehensive induction programme.
- A strong commitment to professional development.
- Excellent support from the Local Authority SEN team.
- A working environment focused on improving teaching and learning for all.
- A positive and stimulating school environment which values the contribution of all staff.

We are looking for a practitioner with:

- A passion about improving outcomes for all pupils.
- High expectations of pupil attainment and behaviour.
- An excellent understanding of the SEN Code of practice and its implementation.
- An excellent understanding of introducing and implementing appropriate curricula.
- A commitment to inclusive education.
- Excellent communication skills.
- High levels of emotional literacy.

If you feel you have the skills and drive to add to our SEN team and the school as a whole, please apply by application form. This can be found on the school website:

www.portchester.hants.sch.uk/vacancies

Anyone wishing to visit the school is welcome to contact Mrs Y Boxall via recruitment@portchester.hants.sch.uk or by calling 023 9236 4390.

Completed application forms should be returned to recruitment@portchester.hants.sch.uk

Portchester Community School is 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. All successful applicants will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer.

Online searches will form part of the pre-employment checks on shortlisted candidates.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent.' The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Deputy SENCo with Intervention responsibilities	
Salary:	Grade E: Actual Salary: £29,107 to £31,906 p.a. Full Time Equivalent Salary: £33,178 to £36,369 p.a.
Contract Type:	Permanent, Term Time only (40 weeks)
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children 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. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	September 2026
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCCo7) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce. The Governing Body and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal, and pay will be based on an objective and fair assessment of school requirements. The only personal characteristics which will be taken into account, will be those which are necessary for the requirements and proper performance of the work

	involved. There will be no generalised concepts or assumptions about the characteristics of groups. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
Information about the recruitment and selection process:	
<i>Closing date for applications</i>	Please email your completed application form to recruitment@portchester.hants.sch.uk by Monday 13 July 2026. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk
<i>Interview date:</i>	Week commencing 13 July 2026.
Employment checks required:	
1	Fully completed application form.
2	Rehabilitation of Offenders Act declaration.
3	Online searches.
4	Right to work in the UK.
5	Disclosure and Barring Service check.
6	Employment history including explanation of any gaps.
7	Proof of academic and professional qualifications.
8	Occupational Health check.
9	Professional character references.
10	TRA check.

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request



Local List of Duties: Deputy SENCo with Intervention responsibilities

Hours: 37 hours per week, Term Time only

Purpose:

To support the SENCo in providing strategic and operational leadership of the Learning Support Department and in delivering an inclusive, high-quality SEND provision across the school.

To deputise for the SENCo as required, taking responsibility for the leadership, management and development of SEND provision, ensuring statutory requirements are met and that pupils with SEND achieve positive educational, social and personal outcomes.

To lead and develop colleagues within the Learning Support Department, promote inclusive practice across the school and contribute to whole-school improvement through effective SEND leadership.

To adopt key areas of responsibility in the leadership and management of the Learning support department.

Main Responsibilities:

To work with the SENCo to:

- Monitor and review SEN provision
- Identify and assess pupils with SEND and support the development and monitoring of Education Health Care Plans (EHCPs), ensuring opportunities are given for targets to be met
- Review Education, Health and Care plans in line with statutory requirements
- Conduct Annual Reviews for pupils with EHCPs
- Support LSAs with performance management targets
- Complete moving and handling trainer course
- Train/update training for moving and handling for all staff.
- Complete and maintain risk assessments for moving and handling.
- Assist with the induction of new Learning Support Assistants
- Develop an understanding of the specific needs of the pupils and ensure that pupils are able to access effective learning within the classroom
- Support teachers within the classroom and work with small groups of pupils or on a one-to-one basis

- Deliver specialist programmes of work/support across the school according to the needs of the pupils
- Use specialist skills to support pupils and foster independence
- Develop banks of learning resources for SEND pupils
- Work with and provide the link between external agencies
- Support and work with the teacher on testing and assessment activities and the administration of tests and controlled assessments
- Monitor and record the progress of pupils, including assessments
- Provide feedback to the teacher on pupil performance, learning obstacles etc. and to pupils without reference to the teacher
- Ensure all records are accurate and up to date
- Liaise with parents regarding student progress and attend Parents' Evenings as appropriate
- Utilising training and expertise support and train other school staff as appropriate
- Responsibility for promoting and safeguarding the welfare of children and young people

Leadership and Management:

- Deputise for the SENCo in their absence
- Contribute to the strategic development of SEND provision across the school
- Support the implementation, monitoring and evaluation of the school's SEND policy and development plan
- Lead on specific areas of SEND provision as agreed with the SENCo
- Analyse SEND student progress, attendance and behaviour data to identify trends and inform interventions
- Contribute to departmental self-evaluation and school improvement planning
- Deliver training and professional development for teaching and support staff
- Promote high-quality inclusive teaching and adaptive practice across the school
- Support the SENCo in the management of SEND budgets, resources and staffing deployment

General Duties:

- Develop and promote good relationships, acting as a role model and setting high expectations
- Help the inclusion of all pupils and promoting the social and emotional development of pupils including raising self-esteem
- Support staff who are responsible for children with special needs and work collaboratively with all staff to extend the learning opportunities for all pupils
- Contribute to the overall ethos and aims of the school
- Implement and support the rewards and sanctions system
- Follow school procedures and systems as appropriate, especially the school's safeguarding and child protection policies
- To ensure all tasks are carried out with due regard to Health and Safety
- To maintain an awareness of the school, national and statutory policies and requirements
- To continue personal development as agreed

- To engage actively in the school's performance management review process
- To assist with the leadership and management of the Resourced Provision for pupils with Physical Disabilities.

Administrative/Support Activities:

- Carry out administrative/clerical tasks for the class teacher
- Take responsibility for the day-to-day operation of the school's SEN policy, for co-ordinating provision and for managing specialist resources
- Organise annual reviews for pupils with SEN
- Administer SEN assessment procedures within the school and arrange for testing to be carried out
- Work with the Headteacher, SENCo and SEN Governor to review and develop the school's SEN policy
- Administrative tasks supporting the operational needs of the department such as paperwork for statutory meetings and the timetabling of Learning Support staff

Other expectations:

- 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 be courteous to colleagues and provide a welcoming environment to visitors
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the "Pre-employment checklist for Candidates" sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in

the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is 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. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Deputy SENCo with Intervention responsibilities

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on an *infrequent basis*.

The weights involved in these manual handling operations are *up to 6-10kg*.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role *also involves working with children and young people with special needs including those with physical disabilities*.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is *also likely to require behaviour management interventions for which the postholder will be trained*

Work Equipment/Machinery

This role involves working with computers

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis*.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Dear Applicant

Equality Monitoring

Thank you for your interest in the Deputy SENCo with Intervention responsibilities vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy, it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

[DBS filtering guide - GOV.UK](https://www.gov.uk/guidance/dbf-filtering-guide)

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