



Candidate Briefing Pack

Job title: Inclusion Centre Lead Teacher (maternity cover)

Start date: 5th January 2026 – 31st August 2026

Closing date: 17:00 Sunday 30th November 2025

Interview date: Thursday 4th December 2025

Welcome from our Headteacher

Dear candidate,

Thank you very much for your interest in joining The Victory Primary School. I am delighted to introduce you to our school, and I hope that this application pack provides you with an overview.

At The Victory Primary School, we are passionate about shaping the lives of our children. Teaching and Learning is at the heart of what we do. Every decision is driven by its potential to impact on our children's learning. Our approach to teaching and learning is informed by robust research, constantly reviewed, and tailored to our unique context.

We believe in an enriching curriculum to ensure our children's understanding. You will be supported by highly experienced colleagues throughout the year. As a school we are positive, we work as a team and have several initiatives to ensure that our staff's wellbeing is looked after. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources, helping to simplify work processes and manage workloads for an improved work-life balance.

At The Victory, we have two-year groups from Reception to Year 6 with a pre-school on site. A unique feature of our school is that we also have an Inclusion Centre for children across Portsmouth with communication and interaction needs.

We are looking for teachers who share our values of hard work, kindness, respect, and fairness. If you join our team, you will be part of a school where children are eager to learn, and teachers are passionate about making a difference.

As part of our commitment to staff, we offer excellent training, support, and professional development. Our school is part of United Learning, which means our teachers benefit from the best pay in the sector, three extra INSET days protected for your own planning, guaranteed paid personal days, great training for your career, and more.



If you are aligned with our mission and values, we very much look forward to hearing from you.

Good luck with your application and thank you again for considering The Victory Primary School, we look forward to hearing from you. If you have any questions regarding this role or wish to visit the school, please contact admin1@thevictory.portsmouth.sch.uk

Best wishes,



Katie May
Head Teacher
The Victory Primary School



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Job Description

Job title: Inclusion Centre Lead Teacher (fixed-term maternity cover)

Location: The Victory Primary School

Salary: United Learning pay scale plus SEN allowance between £2,679 - £5,285 depending on experience

Contract type: Fixed-term to cover maternity. Full-time, 37.5 hours per week, starting 5th January 2026 – 31st August 2026

Responsible to: Head Teacher

Responsible for: Inclusion Centre HLTA's and Teaching Assistants

The Role

We are looking for an enthusiastic and skilled Teacher with proven experience of working with children with SEND, to teach in our Inclusion Centre. This will include managing and supporting the HLTA's and Teaching Assistants, to teach the pupils according to their complex needs. You will also support our SENCO in offering advice to adults working with children across the school who experience communication and interaction difficulties.

We are seeking someone who will contribute to the overall success and development of our Inclusion Centre, working collaboratively with colleagues and embracing United Learning's values of ambition, determination, respect, and excellence.

Key Responsibilities

Teaching and Learning

- Plan and deliver engaging, high-quality lessons that spark curiosity and a love for learning in all subjects.
- Teaching, according to their complex educational needs, the pupils assigned to you, including the setting and assessment of work to be carried out by the pupil in school and elsewhere.
- Supporting, guiding and coaching the HLTA's to teach the agreed curriculum, according to the complex individual needs of the pupils.
- To ensure effective communication systems are in place for all pupils using the school's agreed approaches.
- Liaise with other teaching staff to ensure a cross curricular approach to delivering the agreed curriculum.
- Adapt teaching methods to support the diverse needs of all learners, ensuring an inclusive and equitable classroom environment.
- Liaising with all professionals involved with pupils in the class, ensuring that all programmes are integrated into a holistic learning programme.
- Assessing, recording and reporting on the development, progress and achievement of pupils.



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- Setting targets for pupils linked to their Education, Health and Care Plans using a personalised approach.
- Producing plans for individualised programmes such as communication plans and behaviour support plans, reviewing and updating them regularly.
- Making effective use of teaching assistants to ensure maximum effect on pupil achievement and wellbeing.
- Foster a love of learning and encourage curiosity through creative and interactive teaching strategies.

Assessment and Reporting

- Use a range of assessments to effectively track and support pupil progress.
- Keep accurate records of student achievements and provide positive, constructive feedback to guide improvement.
- Use assessment data to plan lessons that support every pupil in reaching their full potential.
- Contribute to the annual EHCP reports for pupils.
- Attend the meetings for the annual reviews of EHCP's.
- Produce, monitor and review individual learning plans for pupils.

Curriculum Development

- Contribute to the development of an exciting, engaging, and well-rounded curriculum that meets the needs of all students.
- To encourage pupils to become independent in both their learning and personal development, supporting personal care needs as appropriate.
- Ensure the curriculum is aligned with national standards and reflects United Learning's values of ambition, respect, and excellence.
- Incorporate real-world connections and enrichment activities to make learning meaningful.

Collaboration and Professional Development

- Work closely with colleagues to share ideas, resources, and teaching strategies.
- Build strong partnerships with parents and carers to support pupils' learning and overall progress.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in performance management process.



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- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the school at events as appropriate.
- To support and promote the school and United Learning's ethos and values, playing a part in strengthening relationships between academies within the cluster and between the academy and central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the Academy and the trust.

Any other duties as reasonably required to support the needs of the school.

About You:

We are looking for an individual who:

- Holds Qualified Teacher Status (QTS) or equivalent and has a track record of effective teaching of children with SEND.
- Degree educated.
- A SENCO accreditation is desirable.
- Brings creativity, energy, and a commitment to delivering exceptional outcomes.
- Has excellent interpersonal and organisational skills to inspire pupils and collaborate with colleagues.

Person Specification

Education and Qualifications

	Essential	Desirable
Qualified Teacher Status (QTS)	Y	
Degree or Degree / PGCE	Y	
SENCO accreditation		Y



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Skills and Knowledge

	Essential	Desirable
Delivering high quality teaching within a school	Y	
Strong safeguarding knowledge in the primary setting	Y	
Up-to-date knowledge of Local Authority and National expectations for SEND including 2015 SEND Code of Practice, including knowledge of EHCP's and their implementation	Y	
An understanding of current teaching and learning styles and methodologies, including the effective use of IT in the classroom	Y	
Understanding of different strategies to manage behaviour and social skills development in a classroom context	Y	
The monitoring, assessment, recording and reporting of pupils' progress	Y	
Ability to work flexibly: self-evaluative adapting to changing circumstances and new ideas		Y

Experience

	Essential	Desirable
Working with children across the age and ability range appropriate to the role	Y	
Experience of working with SEN pupils within a whole class setting	Y	
A good to outstanding teacher who continually invests in their professional development	Y	

Teamwork

	Essential	Desirable
Recognises the contribution and achievement of colleagues	Y	
Treats others fairly, openly and consistently	Y	
Expresses disagreement or challenges views calmly, constructively and tactfully	Y	
Supports and cooperates with colleagues	Y	



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Personal Attributes

	Essential	Desirable
Maintains confidentiality and discretion	Y	
Able to make connection between their work and the benefits to pupils	Y	
Good written and verbal communication skills	Y	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests	Y	
Good interpersonal skills and ability to work with staff and stakeholders at all levels	Y	
Organised and good attention to detail	Y	
High expectations of self	Y	
The ability to act on advice and be open to coaching	Y	
A commitment to extra-curricular activities	Y	
A continued interest in developments in teaching and learning	Y	
The ability to motivate others	Y	
The ability to establish effective working relationships with individuals, groups and organisations	Y	
The ability to remain calm and diffuse situations	Y	
A commitment to supporting the school's aims, vision and ethos	Y	
Adaptability and resilience, with the ability to cope professionally with periods of work pressure with a sense of proportion	Y	
Energy and commitment to professional responsibilities and to the betterment of all pupils	Y	
A willingness to contribute to the wider life of the school	Y	



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Rewards and Benefits

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
• We pay an average of 5% above national scales – the best rates of pay in the sector • Cash towards medical treatments • Generous staff discount scheme	• Three extra INSET days for planning • At least one paid personal day a year	• Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing

How to Apply

To join our dedicated and talented team, click apply here. [Victory Primary > Working for Us > Current Vacancies](#)

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.

The Victory Primary School would like all candidates to answer specific questions for the personal statement section. Please answer the below:

1. Describe your approach to teaching and supporting children with Special Educational Needs and Disabilities (SEND). How do you create an inclusive and engaging learning environment that meets the diverse needs of your pupils?
2. Provide an example of a time when you successfully adapted your teaching strategies to support a child with complex SEND needs. What challenges did you face, and what was the impact of your approach?
3. Please demonstrate with examples using your skills, abilities, experience and behaviours to show how you meet the role criteria as outlined in the job description details.

The closing date for this post is **Sunday 30th November 2025 at 17:00**.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.



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For more information about this role, please contact:

Name / title: Katie May; Head Teacher

Telephone number: 02392 001160

Email address: admin1@thevictory.portsmouth.sch.uk

About United Learning

United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and independent sectors.

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website www.unitedlearning.org.uk.



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