



**The CAM Academy Trust**  
**Teaching Assistant**  
**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!

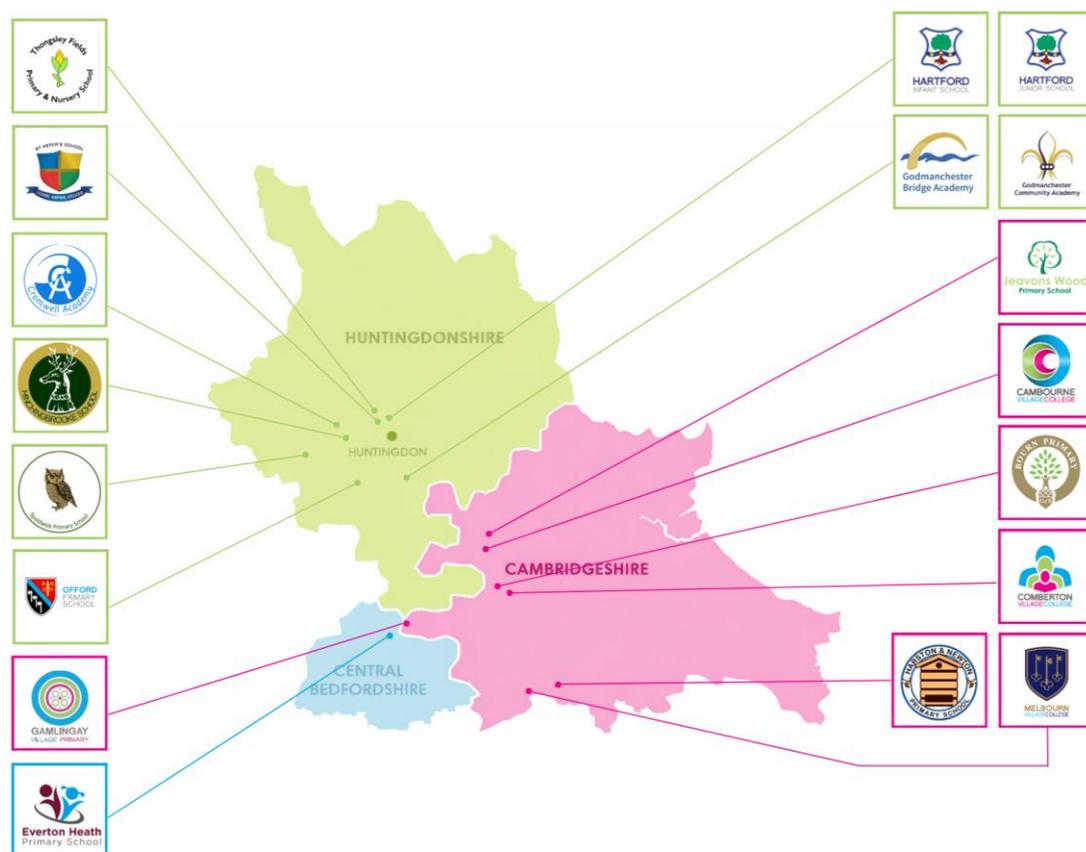
**Claire Heald**

# 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:** NJC Scale Level 1b TA, Points 3 to 4 (£24,796 to £25,185 per annum FTE).  
Actual salary £16,462.20 per annum.

**Contract:** Permanent. 25.5 hours per week - Monday to Friday 08.50 to 14.50 (with an unpaid break mid-morning and at lunch). Term Time plus 2 training days in September and October (38.4 weeks per year)

**Start date:** As soon as possible

**Place of work:** Comberton Village College, Comberton, Cambridgeshire

We are seeking skilled and enthusiastic individuals to join our hard-working team of professionals who dedicate themselves to enabling our students to cope in a mainstream setting and feel safe to prosper academically and socially both now and in the future.

The successful candidate will:

- Have an approachable and patient nature;
- Be positive, proactive and professional;
- Have excellent interpersonal skills and emotional intelligence;
- Be able to liaise confidently with staff and students;
- Have a minimum of 5 GCSE grade 4/C including English and Maths;
- Be energetic and have an interest in working with SEN children / young pupils; and for sixth form roles must have at least A levels or an equivalent level qualification.

The position could provide valuable experience for those wishing to enter the teaching profession. It would also be ideal for a school leaver before university or for a parent who is wishing to return to work.

There is also some requirement to attend a paid training meeting after school once every fortnight

For further details on our school please visit our website [Welcome - Comberton Village College](#)

## 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 Emily Oakley-Pullen, SENCo on [EOakley-Pullen@combertonvc.org](mailto:EOakley-Pullen@combertonvc.org)

**Closing date: 09.00 on Thursday 9<sup>th</sup> April 2026**

**Interview to be held on: w/c 13<sup>th</sup> April 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

NJC Scale Level 1b TA, Points 3 to 4 (£24,796 to £25,185 per annum FTE). Actual salary £16,462.20 per annum.

### **Line of responsibility:**

The Teaching Assistant is directly responsible to the SENCO

### **Strategic purpose:**

To work in one of the Comberton Village College SEN departments with students who may have special educational needs and an Educational Health and Care Plans. These cover a wide range of special educational needs including Autism and other neurodiverse conditions, physical disabilities, sensory impairment, learning difficulties and speech and language communication needs. To help them engage with a mainstream education by adapting and differentiating as required to raise their standard of achievement.

In addition to the responsibilities described, 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>Main responsibilities</b></p>	<p><b>Support for SEN students – under the direction of the SENCO</b></p> <ul style="list-style-type: none"> <li>• Undertake specialist training to underpin knowledge of Autism and appropriate support strategies.</li> <li>• Attending training and meetings after school once every fortnight.</li> <li>• Play an active role in sharing knowledge and skills with mainstream staff and students.</li> <li>• Contribute to EHCP documentation for identified pupils</li> <li>• Under the direction of the class teacher, support identified students on a 1:1 or small group basis.</li> <li>• Provide specialist learning support to children with severe special needs.</li> <li>• Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand tasks and can achieve</li> <li>• Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities</li> </ul> <p><b>Supporting students – under the direction of the Head of Department</b></p> <ul style="list-style-type: none"> <li>• To support students in mainstream lessons across all areas of the curriculum.</li> <li>• To help students reflect on their development.</li> <li>• To support students on out of school trips.</li> <li>• To be a listening board for students to express their worries and concerns to.</li> <li>• To pass relevant data and information to students’ key workers in relevant departments for each lesson, and to be aware of and act on relevant information.</li> <li>• Communicate information about lesson arrangements - cover lessons, assessments or tests, items needed for practical lessons.</li> </ul> <p><b>Support for the curriculum - working under the direction of the teacher</b></p> <ul style="list-style-type: none"> <li>• Pass on information regarding students’ successes and difficulties and inform key workers of where work needs adapting or student responses to curriculum areas.</li> <li>• Record homework/classroom tasks and pass information to departments, assist in ensuring homework handed in at appropriate times.</li> <li>• To support mainstream students including those with SEND alongside students with EHCPs.</li> <li>• To support students joining in all activities and group work in class.</li> </ul>
<p><b>Personal development</b></p>	<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> <li>• Engage positively in the Trust’s arrangement for performance management and professional growth.</li> </ul>
<p><b>Safeguarding</b></p>	<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>
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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>Qualification and Experience</b>		
5 GCSE'S including English and Maths to Grade 4/C or equivalent	X	
Experience working with children or young people	X	
For sixth form roles: At least relevant A Levels qualifications or equivalent	X	
Experience in supervising and/or directing pupil/student activity.		X
Able to support GCSE level subjects		X
Further education qualifications. A qualification related to supervising and/or directing pupil/student activity		X
Good writing skills and the ability to pass these on to students		X
Working in a school or similar public/educational establishment		X
Working with students with SEND in a school environment		X
Liaising with other professional colleagues		X
<b>Knowledge and Interpersonal Skills</b>		
Support individual children or small groups of children with Special Educational Needs in the academic and social activities of the school.	X	
Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve tasks.	X	
Under the direction of the class teacher, carry out predetermined tasks to support pupil learning.	X	
Provide learning support as required for children with special needs, or where English is not their first language.	X	
Help with the care and support for pupils, including attending to their emotional and/or physical care needs	X	
Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities	X	
Commitment to the highest standards of child protection.	X	
Desire to enhance and develop skills and knowledge through CPD	X	
Able to work flexibly in responding to supporting others on the team in the event of absence	X	
Able to work positively within a team	X	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	X	
Work autonomously in completing core job functions.	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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