



**The CAM Academy Trust**  
**Teaching Assistant - Level 1**  
**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!

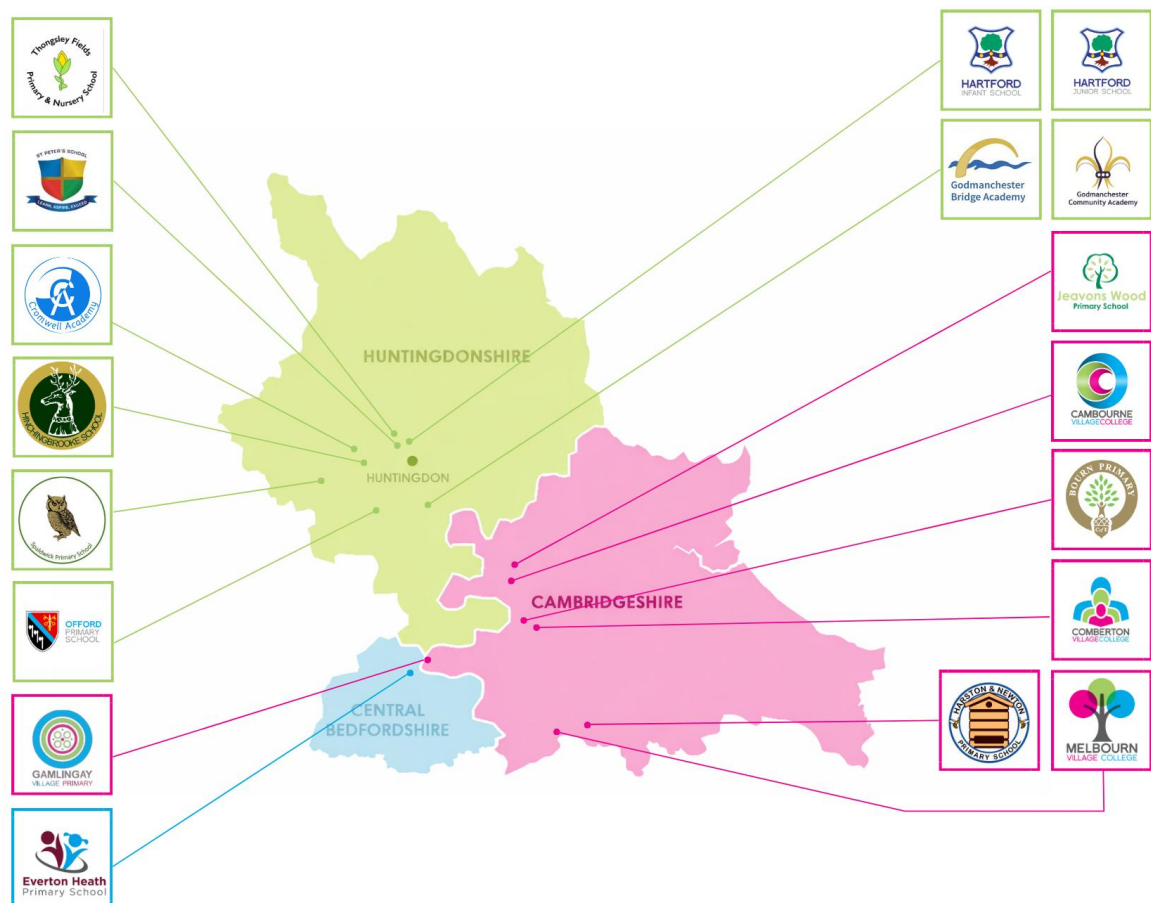
**Claire Heald**

# 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 £19,367.29 per annum.

**Contract:** Permanent. 30 hours per week - Monday to Friday 08.15 to 15.00. Term Time plus 2 training days in September and October (38.4 weeks per year)

**Start date:** September 2026

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

We are seeking a talented, committed and ambitious Teaching Assistant to join our excellent staff.

Our Inclusion Team supports students with a range of Special Educational Needs and Disabilities and behavioural needs and implements a variety of different support methods and programmes. Teaching Assistants are deployed in line with the needs of our children across our SEND provisions and in classrooms.

The role will involve supporting children within classroom settings and our inclusion provisions, sometimes working with students on a 1:1 basis or in small groups.

If you share our values of Kindness, curiosity and resilience and are excited by the opportunity to contribute to a growing pastoral provision and make a meaningful difference to the lives of young people, we would be delighted to hear from you.

For further details on our school please visit our website [Melbourn 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 Vicent French, Inclusion Lead on [VFrench@melbournvc.org](mailto:VFrench@melbournvc.org).

**Closing date: 09.00 on Monday 13<sup>th</sup> July 2026**  
**Interviews to be held on: Thursday 16<sup>th</sup> July 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 £19,367.29 per annum.

### **Line of responsibility:**

The Teaching Assistant is directly responsible to the SENCO/ Inclusion Lead/or other designated line manager

### **Strategic purpose:**

To support students' access to learning, personal development and wellbeing under the direction and supervision of teaching

staff and the relevant line manager. The postholder will provide individual, small group, general classroom and pastoral support, helping students to participate in school life, develop independence and make progress

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.



### EXCELLENCE

We insist on the very best. This means setting out a clear entitlement to excellence for all our young people. For us, excellence comes from the highest standards of curriculum, teaching and pupil support. We adopt a mindset that keeps us striving for better.



### COMPREHENSIVE EDUCATION

We are proud to educate pupils of all abilities, backgrounds and needs. Inclusive schools are vibrant communities, that are richer for their diversity. We value fairness and social equity.



### BROAD EDUCATION

Our pupil entitlement offers more than just academic success. A broad education develops confidence, creativity and character. The wider experience and opportunities offered in our schools mean that our pupils have more choice and agency.



### COMMUNITY

We prioritise our civic duty. Our schools are at the heart of their local communities. We draw on the best that our local area has to offer and work with community leaders to help our schools thrive.



### PARTNERSHIP

Together we achieve more than we can alone. We deeply value the partnership we have with our families. CAM plays an active role in our communities, our region and the wider education system. We share, and build connections to help make the system better.



### INTERNATIONAL

We think beyond borders; we value diversity. We prepare pupils to thrive in a global society, promoting cultural understanding and awareness of the wider world.

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

<b>Main responsibilities</b>	<p><b>Support for Students:</b></p> <ul style="list-style-type: none"><li>• Support the learning, wellbeing, safety and inclusion of individuals and groups across the main school and within inclusion provisions, contributing to progress and positive outcomes in line with the school's commitment to excellence for all.</li><li>• Build positive and professional relationships with students.</li><li>• Follow agreed strategies, policies and guidance relating to students' learning, communication, behaviour and personal development.</li><li>• Encourage participation, confidence and increasing independence.</li><li>• Provide appropriate supervision and care throughout the school day.</li><li>• Share relevant concerns and observations with the appropriate member of staff.</li></ul> <p><b>Support for teaching and learning:</b></p> <ul style="list-style-type: none"><li>• Work under the direction of teaching staff to support planned learning activities.</li><li>• Help students understand instructions, remain engaged and complete the work set.</li><li>• Assist with the preparation and organisation of resources and learning materials.</li><li>• Contribute to a calm, safe and inclusive learning environment.</li><li>• Support the wider learning needs of the class as directed.</li></ul> <p><b>Communication and record keeping:</b></p> <ul style="list-style-type: none"><li>• Complete feedback to teachers and relevant colleagues in line with school expectations and when requested.</li><li>• Complete records and administrative tasks required for the role.</li><li>• Maintain high standards of professionalism in all communication with staff and wider school stakeholders.</li><li>• Maintain confidentiality and follow appropriate information-sharing procedures.</li></ul> <p><b>Wider professional responsibilities:</b></p> <ul style="list-style-type: none"><li>• Contribute positively to the values and inclusive ethos of the school.</li><li>• Attend relevant meetings, training and professional development.</li><li>• Support school activities, visits, duties and events where reasonably required.</li></ul>
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	<ul style="list-style-type: none"> <li>• Follow all school policies and procedures, including those relating to safeguarding, health and safety, equality, confidentiality and professional conduct.</li> <li>• Work flexibly as part of the SEND team and contribute to consistency of practice across the school.</li> <li>• Undertake any other duties of a similar nature and level of responsibility as may be reasonably required by the Principal.</li> </ul>
<b>Personal development</b>	<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>
<b>Safeguarding</b>	<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>

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 effectively with children or young people	X	
Relevant support or childcare qualification		X
Working in a school or similar public/educational establishment	X	
First Aid qualification or willingness to obtain one	X	
Liaising with other professional colleagues	X	
<b>Knowledge and Interpersonal Skills</b>		
Ability to build positive relationships with students and adults.	X	
Good written and verbal communication.	X	
Good literacy, numeracy and basic ICT skills.	X	
Ability to follow direction and work constructively within a team.	X	
Ability to understand and act upon a range of information.	X	
Patient, calm and respectful approach.	X	
Reliable, organised and able to maintain confidentiality.	X	
Commitment to safeguarding and student welfare.	X	
Willingness to learn and develop through CPD.	X	
Basic understanding of child development and learning.		X
Awareness of SEND and inclusive practice.		X
Working knowledge of positive behaviour support.		X
Ability to use initiative appropriately within the boundaries of the role.		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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