



**The CAM Academy Trust**  
**Pastoral Support 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!

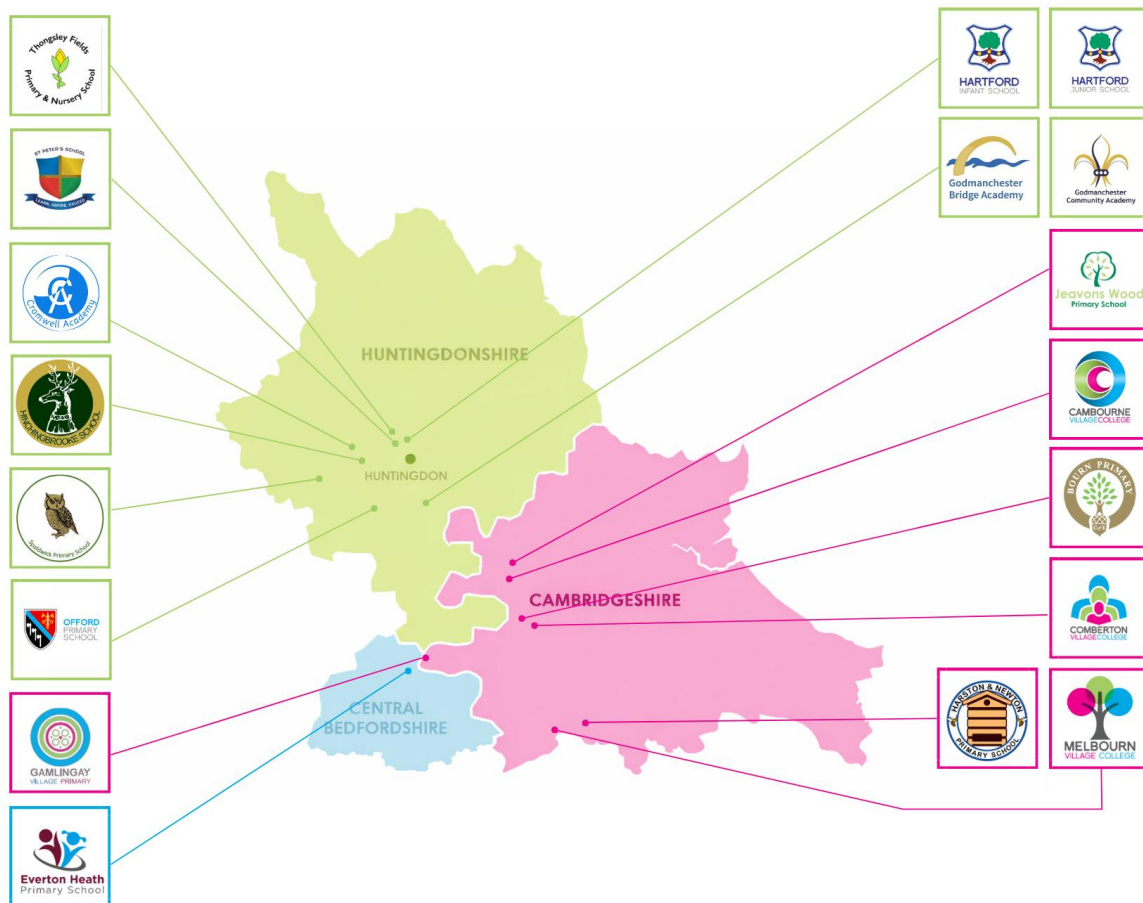
**Claire Heald**

# 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.



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## THE VACANCY

**Salary:** NJC Scale 4, point 7 to 11 (£26,403 to £28,142 per annum FTE). Actual salary £22,645.65 per annum on point 7.

**Contract:** Permanent. 37 hours per week Monday to Thursday 08.00 to 16.00 and Friday 08.00 to 15.30. Term time plus 5 training days (39 weeks per year)

**Start date:** 1 September 2026

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

We are seeking an exceptional Pastoral Support Assistant to join our ambitious and evolving pastoral team in an exciting **newly created role** at the heart of our developing pastoral provision.

This is a unique opportunity to help shape and establish systems, processes and ways of working that will have a direct impact on the support we provide to our students and families. As a key member of the team, you will provide dedicated administrative support across all aspects of pastoral care, ensuring the smooth coordination of student support processes and helping to deliver a responsive, high-quality service.

You will manage pastoral communications, coordinate meetings and diaries, prepare reports and documentation, and ensure that parents, carers and the wider school community receive timely, professional and consistent support. Working closely with pastoral leaders, you will play a vital role in ensuring that our pastoral provision is organised, effective and student-centred.

This role is ideal for a highly organised, proactive and discreet professional who thrives in a busy environment, has excellent communication skills and understands the importance of confidentiality and attention to detail.

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 Melbourn Village College, please visit our website - [Welcome to Melbourn Village College - 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 the Heather Edwards, Vice Principal on [hedwards@melbournvc.org](mailto:hedwards@melbournvc.org).

**Closing date: 09.00 on Wednesday 15<sup>th</sup> July 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

NJC Scale 4, point 7 to 11 (£26,403 to £28,142 per annum FTE). Actual salary £22,645.65 per annum on point 7.

### **Line of responsibility:**

The Pastoral Support Assistant is directly responsible to the Assistant Principal.

### **Strategic purpose:**

The Pastoral Support Assistant provides dedicated administrative support to the pastoral team, ensuring the smooth and efficient coordination of student support processes. The role is central to the day-to-day administration of pastoral systems, including the management of pastoral mailboxes, ensuring timely, professional and consistent communication with parents, carers and the wider school community.

The postholder supports the organisation and effectiveness of the pastoral team through diary management, meeting coordination and the preparation of reports and documentation that inform decision-making, actions and follow-up.

This role operates at the heart of pastoral support, requiring a high level of organisation, confidentiality and responsiveness, and plays a key part in ensuring consistent, well-managed pastoral provision across the school.

In addition to the responsibilities described above, 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>Key Responsibilities</b>	<b>Pastoral Administration</b> <ul style="list-style-type: none"><li>• Provide high-quality administrative support to the pastoral team.</li><li>• Manage pastoral mailboxes, triaging and responding to queries, prioritising urgent issues (including safeguarding and behaviour concerns) and ensuring timely responses or escalation.</li><li>• Support the effective administration and coordination of pastoral systems across behaviour, attendance, and student support. This includes recording and analysing incidents, monitoring trends, following up on actions, and maintaining clear communication with staff and families. The role also involves coordinating and contributing to key pastoral meetings, such as reintegration meetings, Team Around the Family (TAF) meetings, and other pastoral reviews.</li><li>• Maintain accurate and up-to-date student records on MIS, ensuring information is recorded promptly, is complete, and easily accessible.</li><li>• Support the administration of key pastoral processes, including behaviour incidents, attendance monitoring and follow-up, student support plans, and provision for students on individualised alternative education programmes.</li><li>• Provide administrative support for students accessing alternative provision or personalised timetables, including maintaining records, coordinating communication and tracking engagement and attendance.</li><li>• Lead on administrative processes relating to careers education and the school's futures programme, ensuring accurate record-keeping, coordination of activities, and effective communication with stakeholders.</li><li>• Oversee and coordinate administrative processes for whole-school vaccination programmes, including liaison with external providers, parental communication, consent management, and organisation of logistics.</li><li>• Work collaboratively with administrative colleagues across the school to provide flexible support and capacity in response to operational needs.</li><li>• Provide support and cover for the Attendance Officer as required, including assisting with the monitoring of student attendance, following up on absences, maintaining accurate records, and communicating effectively with staff, students, and families to promote good attendance.</li><li>• Lead on first aid administration, ensuring all incidents are accurately recorded, logs are maintained in line with school procedures, and compliance with health and safety requirements is consistently met.</li></ul>
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	<p><b>Coordination and Organisation</b></p> <ul style="list-style-type: none"> <li>• Manage diaries for members of the pastoral team, arranging meetings and ensuring effective use of time.</li> <li>• Organise meetings, including scheduling, room bookings, coordination of attendees and preparation of materials.</li> <li>• Support meeting administration, including agenda preparation, minute taking and tracking of actions.</li> <li>• Gather and collate information from stakeholders to support pastoral review meetings and decision-making.</li> <li>• Oversee pastoral ordering and provision (including, but not limited to, stationery, spare uniform, sanitary products, first aid supplies and food bank resources), ensuring effective distribution.</li> <li>• Coordinate the delivery of in-school pastoral events and functions, including resources, logistics, setup and refreshments.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Act as a named First Aider within the school, providing first aid to students (and staff where required), maintaining accurate records and liaising with families as appropriate.</li> <li>• Support the supervision of students through school duties as required, contributing to a safe and well-managed environment.</li> <li>• Promote and contribute to a safe, positive, and inclusive school environment.</li> <li>• Participate in relevant training, meetings, and professional development.</li> <li>• Work flexibly as part of the pastoral 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> <li>•</li> </ul> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the safeguarding of students who are under their immediate care, following relevant college policies, reporting concerns promptly (including Health and Safety)</li> <li>• Safeguarding the mental health and wellbeing of students and staff</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> </ul>

	<ul style="list-style-type: none"> <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>Qualifications and Experience</b>		
5 GCSE'S including English and Maths to Grade 4/C or equivalent	X	
Safeguarding training and understanding of child protection responsibilities.	X	
Relevant training in education, youth work, pastoral specific or a related field.		X
First Aid qualification or willingness to gain one.		X
Experience of working in a busy environment.	X	
Experience of working in a school or similar establishment.	X	
Experience organising meetings, preparing agendas, taking minutes and tracking actions.	X	
Experience using Microsoft Office applications, particularly Word, Excel, Outlook and Teams.	X	
Experience administering careers education programmes or alternative provision would be advantageous.		X
Experience supporting attendance, behaviour, safeguarding or pastoral processes in a school setting would be advantageous.		X
<b>Knowledge and Interpersonal Skills</b>		
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	X	
High level of accuracy and attention to detail.	X	
Ability to build and form good relationships with colleagues and students.	X	
Ability to absorb and understand a wide range of information.	X	
Ability to maintain accurate records and filing systems.	X	
Ability to deal with confidential data/ issues appropriately, complying with the College/Trust Data Protection Policy.	X	
Strong written and verbal communication skills.	X	
Knowledge of careers education and Gatsby Benchmarks would be advantageous.		X
Reflective, solution-focused and committed to improving outcomes for students.	X	
Efficient and meticulous in organisation with the ability to manage competing priorities effectively.	X	

Able to follow direction and work in collaboration with line manager.	X	
Able to work flexibly to meet deadlines and respond to unplanned situations.	X	
Consistently professional with high expectations of behaviour and conduct.	X	
Commitment to the highest standards of child protection and safeguarding.	X	
Commitment to the values and ethos of the school and Trust.	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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