



**The CAM Academy Trust**  
**Cover Supervisor**  
**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!

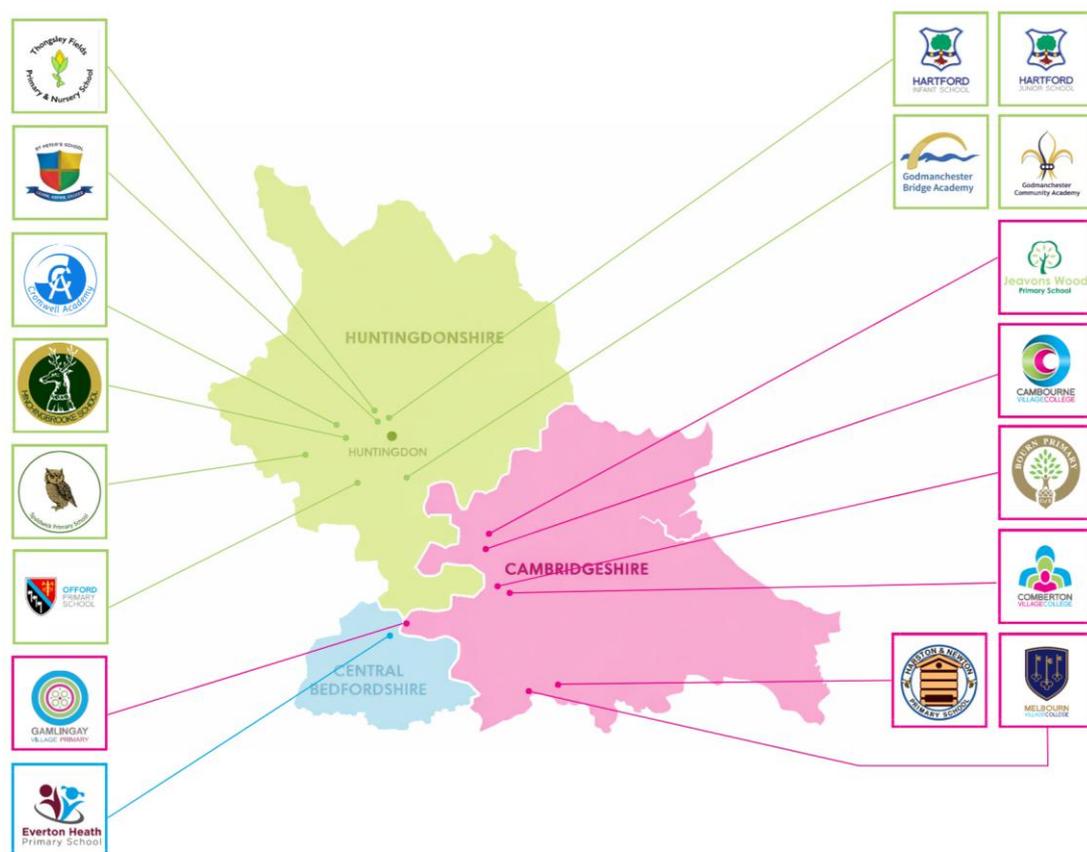
**Claire Heald**

# 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:** Scale 5, Points 12 to 17 (£28,598 - £31,022 per annum FTE). Actual salary £24,528.28 per annum

**Contract:** Permanent. 32.5 hours per week, Monday to Friday 08.15 to 15.15 with a 30 minute unpaid break. Term Time plus 5 training days (39 weeks per year)

**Start date:** As soon as possible

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

Melbourn Village College is seeking to appoint a Cover Supervisor. This exciting role is ideal for aspiring teachers, offering valuable classroom experience and professional development. The role will involve providing cover in the absence of the class teacher, delivering lesson material and supervising independent super sub lessons.

We are looking for a real team player with a positive, optimistic outlook who can build strong relationships and work collaboratively. You must be confident and strong in behaviour management, while maintaining a warm, approachable manner, and enjoy working with pupils aged 11–16.

It is an exciting time to join Melbourn Village College as we continue to grow and innovate, making this role excellent preparation for a rewarding career in teaching or a fulfilling support role within a school setting.

For further details on our school 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 Lynn Young, PA to the Principal on [LyYoung@melbournvc.org](mailto:LyYoung@melbournvc.org).

**Closing date: 09.00 on Monday 27<sup>th</sup> April 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

The post holder will be paid on the appropriate point of the support pay scale. NJC Scale 5, Points 12 to 17 (£28,598 - £31,022 per annum FTE). Actual salary £24,528.28 per annum.

### **Line of responsibility:**

The Cover Supervisor is directly responsible to the Operations and Attendance Officer.

### **Strategic purpose:**

To foster, and encourage and expect others to foster, the school's ethos in all our stakeholders at all times. In the absence class teachers, to work as a cover supervisor in the school under the supervisory arrangements established by the school. To contribute towards the broader aspects of school life for pupils

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>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Provision of teaching of pupils for absent staff, across the curriculum as required, including explanation and allocation of work set by teachers or super sub supervision of independent work.</li> <li>• Liaise with Heads of Department, where possible, to ensure that instructions are clarified.</li> <li>• Take class registers recording attendance in accordance with school policy.</li> <li>• Follow the school behaviour and rewards procedures at all times in lessons.</li> <li>• Answer any questions or concerns students may have during the lesson.</li> <li>• Use SEND information regarding students when delivering lesson content.</li> <li>• Collect in all work at the end of each lesson and leave the classroom tidy.</li> <li>• Feedback to the absent teacher and / or Head of Department, information relating to progress and behaviour.</li> <li>• Use the school Behaviour Management System to log feedback on pupils' participation and behaviour.</li> <li>• Establish and maintain resources within super sub space.</li> <li>• Welcome external supply staff and ensure they have all resources required to deliver lessons for the day</li> </ul>
<p><b>Broader School Life</b></p>	<ul style="list-style-type: none"> <li>• Liaise with SEND team regarding SEN students.</li> <li>• Participate in the broader offer of extra-curricular activities and trips for pupils.</li> <li>• Undertake breaktime or lunchtime duties as required.</li> <li>• To attend staff briefings and meetings to keep up to date on issues related to pupils.</li> <li>• Assist in escorting students on educational visits and participating in extra-curricular activities as required.</li> <li>• Communicate proactively and professionally with parents/carers.</li> <li>• Attend Inset day training.</li> <li>• Attend and actively participate in staff meetings</li> <li>• Maintain confidentiality at all times. Adhere to all school policies, those relating to child protection, confidentiality and health and safety.</li> <li>• All staff participate in the school's performance management scheme.</li> </ul>
<p><b>Other Duties</b></p>	<p>On occasions, the Cover Supervisors may also be required to carry out the following agreed tasks:</p> <ul style="list-style-type: none"> <li>• Provision of administrative and other support tasks.</li> <li>• Assisting in exam invigilation if required, under the supervision of the exams officer.</li> <li>• Administer First Aid to pupils (as agreed).</li> <li>• Any other duties commensurate with the post</li> </ul>

<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>• Work professionally and confidentially at all times.</li> <li>• Maintain a professional appearance and dress appropriately for the role.</li> <li>• Demonstrate a commitment to the ethos, values and safeguarding responsibilities of the school.</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>		
GCSE'S including English and Maths to Grade C/4 or equivalent	X	
A Levels or a degree (or equivalent qualification) would be advantageous.		X
Driving licence.		X
A qualification related to supervising and/or directing student activity		X
Manage classes of pupils, delivering instructions and maintaining a purposeful learning environment	X	
Working in a school or similar public/educational establishment		X
Willing/able to undertake first aid training	X	
Liaising with other professional colleagues	X	
Competence in the use of ICT	X	
Working within a secondary school setting or with children of similar age		X
Using software including Bromcom or SIMS		X
<b>Knowledge and Interpersonal Skills</b>		
Commitment to the highest standards of child protection.	X	
Have a flexible, aspirational and enthusiastic attitude	X	
Able to maintain an atmosphere conducive to learning in a classroom without a teacher's presence.	X	
Manage classes of students to maintain a purposeful learning environment.	X	
Supportive approach to school ethos, policies, and activities.	X	
Able to work flexibly in responding to supporting others on the team in the event of absence.	X	
Desire to enhance and develop skills and knowledge through CPD.	X	
Communicate professionally and effectively with students and other members of staff	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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