



**The CAM Academy Trust**

**Careers Advisor**

**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!

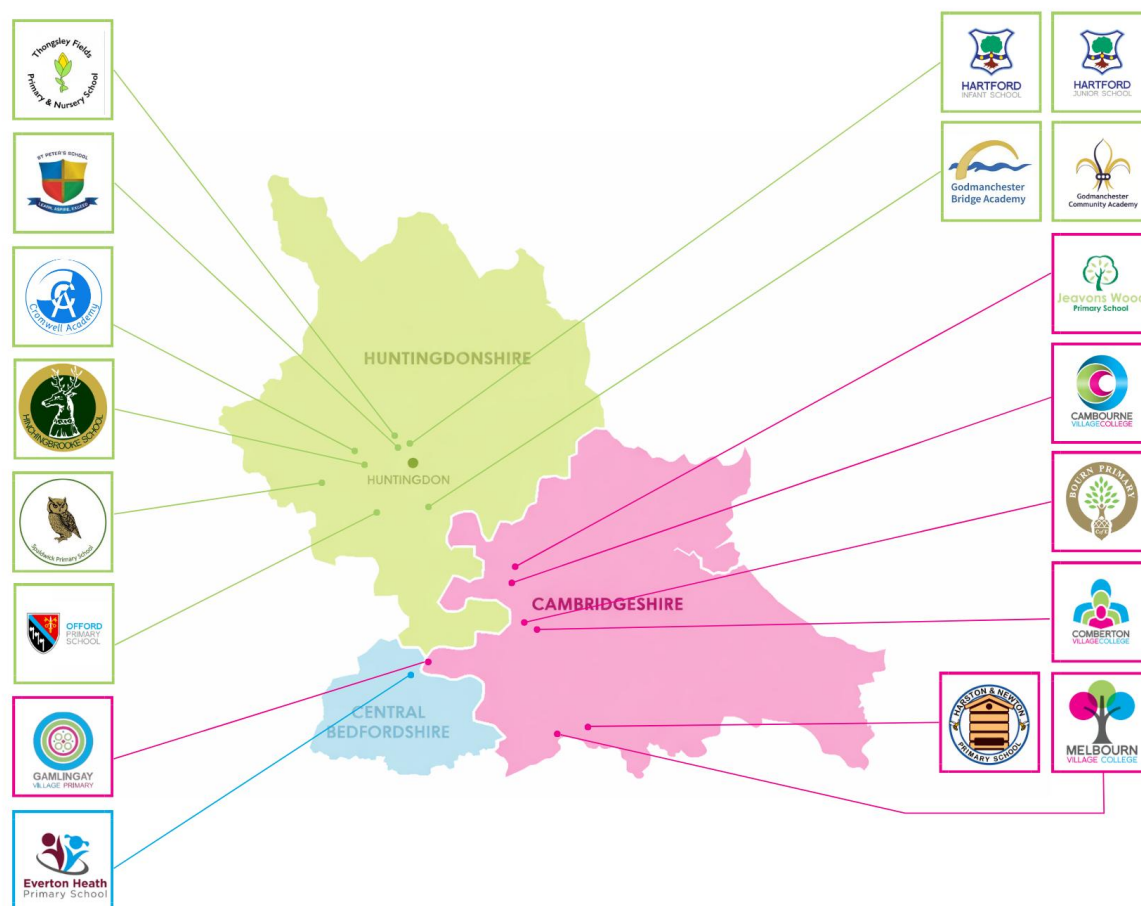
**Claire Heald**

## 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 4, Points 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:** As soon as possible

**Place of work:** St Peters School, Huntingdon

St Peter's School Huntingdon, part of The Cam Academy Trust, is seeking to appoint a Level 6 qualified Careers Advisor to join our enthusiastic and dedicated Careers team. This is a fast-paced, varied role ideal for someone who thrives on being responsive, adaptable, and student-centred.

The successful candidate will play a key role in shaping the futures of our students, supporting them to realise their potential in learning, personal development, and employment opportunities, while promoting their social inclusion as they move into adulthood.

## About the Role

You will deliver high-quality, impartial careers advice and guidance to our students across the school, including those in alternative provision, our SEND department, and young people from disadvantaged backgrounds. This could be in the form of 1:1 conversations, group work or speaking in assemblies, so confidence, strong communication skills, patience and ability to adjust your approach to meet individual needs is essential.

You will also support the planning and delivery of a wide range of in-school and off-site events, including employer encounters, trips, workshops, and careers fairs. Team work, a can-do attitude, the ability to remain calm under pressure and organisational skills are vital. We also value creativity, initiative, and a willingness to bring new ideas to the table.

We are open to discussing salary based on qualifications and experience, particularly for candidates who hold a level 6 Careers Guidance qualification

## What We're Looking For

- A Level 6 qualification in Careers Guidance
- Experience working with young people, or the confidence and communication skills to build rapport quickly and successfully
- A team player who contributes positively to a small, collaborative team
- Someone who thrives in a fast-paced, reactive environment

- Strong organisational skills and the ability to manage changing priorities
- A can-do attitude, patience, and a genuine commitment to supporting young people
- Creativity and confidence to suggest improvements and new initiatives

**Why Join Us**

- A supportive, friendly team who value collaboration
- Opportunities to shape and develop careers provision
- A role where your work has a direct, meaningful impact on young people's futures

If you are passionate about helping young people discover their potential and want to be part of a dynamic, student-focused team, we would love to hear from you.

We are based in Huntingdon, just 12 miles north of Cambridge with its own mainline station connecting with London in less than an hour.

For further details on our school please visit our website [www.stpetershuntingdon.org](http://www.stpetershuntingdon.org)



## 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 Amber Walker, Careers Office Manager on [awalker@stpetershuntingdon.org](mailto:awalker@stpetershuntingdon.org).

**Closing date: 09.00 on Friday 4<sup>th</sup> September 2026**

Thank you for your interest in The CAM Academy Trust.



# JOB DESCRIPTION

**Salary:**

NJC Scale 4, Points 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 Careers Advisor is directly responsible to the CEIAG (careers, education, information, advice, guidance) Officer.

**Strategic purpose:**

To foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. To work with targeted young people, providing information, advice and guidance services and where necessary, support them to access services in order to realise their maximum potential in learning, personal development and employment opportunities and to promote their social inclusion as they move into adulthood. The central focus of the role is to raise attainment and achievement through impartial Information Advice and Guidance (IAG).

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 partnerships 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

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| <p><b>Main responsibilities</b></p> | <ul style="list-style-type: none"> <li>• Engage with young people to address barriers to their progression away from St Peter's School (year 11-13) in life and learning.</li> <li>• Identify and review the needs of young people</li> <li>• Identify and agree the support activities needed.</li> <li>• Attend IAG Local Authority Network Meetings and Subject Meetings, to identify links with personalised career pathways</li> <li>• Work with young people, offering support and guidance through group work and targeted 1:1 support to plan and implement their next step and review progress.</li> <li>• Provide information, advice and guidance (to include information on sources of funding and relevant benefits) to enable young people to make considered choices.</li> <li>• Actively support the young person to make decisions about accessing opportunities including learning, employment and personal development.</li> <li>• Support targeted young people at key transition points, including an exit strategy where appropriate</li> <li>• Work with key staff and/or other professionals to manage the support needs of identified young people</li> <li>• Understand and have effective relationships with key staff and providers of support services</li> <li>• Act as an advocate between agencies to support young people to secure appropriate opportunities and manage the young person's liaisons or school's liaison with these agencies.</li> <li>• Work closely with Special Educational Needs department and Disadvantaged Lead to enable students with special educational needs to participate in IAG learning projects</li> <li>• Support the school in meeting the guidance and support needs of young people.</li> <li>• Support the development of careers education across the curriculum (including Personal Development, tutor time and assemblies)</li> <li>• Contribute to the development of models for individual review and planning</li> <li>• Lead the development and review a range of approaches and motivational programmes to engage young people</li> <li>• Help to organise and participate in CEIAG events at St Peter's School and other events where appropriate. Ensure the provision of speakers/role models to enhance careers work related learning</li> <li>• Plan, organise and deliver Work Related school events in collaboration with outside agencies.</li> <li>• Support the development of effective working relationships between each faculty and one local significant employer</li> </ul> |
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|                               | <ul style="list-style-type: none"> <li>• Support the development of appropriate work experience programmes.</li> <li>• Manage information to ensure effective support to young people</li> <li>• Maintain up to date and accurate records</li> <li>• Work with other professionals to ensure effective sharing of information within established protocols</li> <li>• Working alongside the LA to assist in the management information to include September guarantee.</li> <li>• Contribute to appraisal process</li> <li>• Demonstrate commitment to continuous professional development</li> <li>• Undertake administrative work appropriate to supporting careers information, advice and guidance services and resources, maintaining paper-based and computer-based records as required</li> <li>• Promote the school vision and aims and objectives as outlined in the School Improvement Plan</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         |           |
| Higher education qualifications in related area                                                                                     |           | X         |
| Able to work in a busy environment.                                                                                                 | X         |           |
| Ability to communicate confidently, clearly and effectively, both verbally and written.                                             | X         |           |
| Strong telephone manner with an organised and structured approach to duties.                                                        | X         |           |
| Good working knowledge of MS Office, MS Word, Outlook                                                                               | X         |           |
| Good organisation skills and the ability to prioritise workload.                                                                    | X         |           |
| Willingness to work as part of a team and independently                                                                             | X         |           |
| Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.   | X         |           |
| Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard. | X         |           |
| First Aid trained                                                                                                                   |           | X         |
| Experience of working within a school                                                                                               |           | X         |
| <b>Knowledge and Interpersonal Skills</b>                                                                                           |           |           |
| Commitment to maintain high customer care standards                                                                                 | X         |           |
| Commitment to maintain confidentiality                                                                                              | X         |           |
| Commitment to promoting and safeguarding the welfare of all staff and students.                                                     | X         |           |
| Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.            | X         |           |
| Willingness to undertake in-service training.                                                                                       | X         |           |
| Commitment to maintain high customer care standards                                                                                 | X         |           |
| Commitment to maintain confidentiality                                                                                              | 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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Sheepfold Lane | Cambourne | CB23 6FR

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[www.catrust.co.uk](http://www.catrust.co.uk)