



**The CAM Academy Trust**  
**Pupil Wellbeing Officer**  
**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!

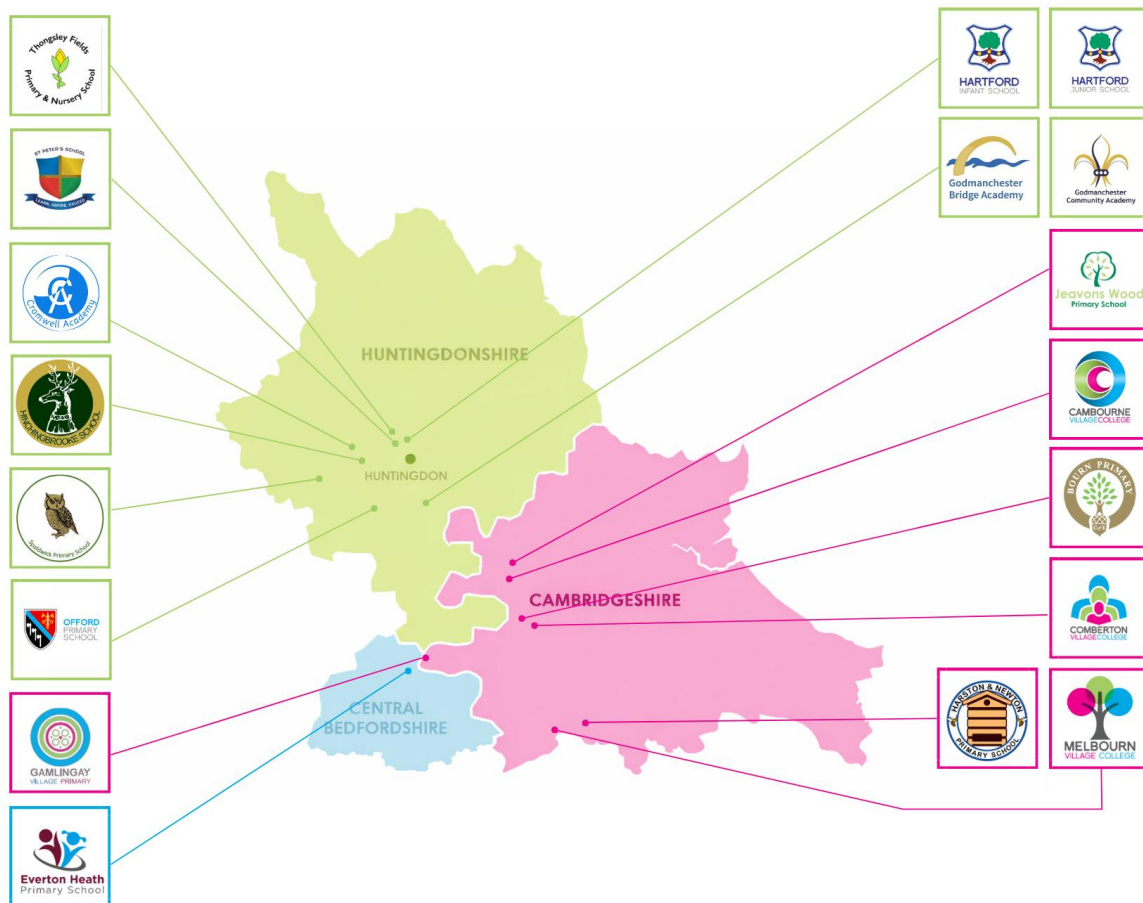
**Claire Heald**

# 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 6, point 18 to 22 (£31,537 to £33,699 per annum FTE). Actual salary £27,049.04 per annum on point 18.

**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:** Comberton Village College, Comberton, Cambridgeshire

Are you passionate about supporting young people to thrive, both physically and emotionally? This is a rewarding opportunity to play a central role in safeguarding, wellbeing and pastoral care within a highly successful and caring school community.

We are seeking a committed and compassionate Pupil Wellbeing Officer to join our pastoral team. This role is ideal for someone who values the importance of health, wellbeing and safeguarding, and who can provide both medical support and wider pastoral care to pupils across the school.

## Why join our school as a Pupil Wellbeing Officer?

- A vital role at the heart of student wellbeing: You will provide high-quality medical care, oversee the day-to-day running of the medical room, and play a key role in promoting healthy lifestyles and supporting pupils' physical and emotional needs.
- A strong culture of care and safeguarding: Working as part of our safeguarding and pastoral team, you will contribute to early intervention, support vulnerable pupils and help ensure every child feels safe, supported and able to succeed.
- A varied and rewarding position: From first aid provision and care plans to wellbeing support and liaison with families and external agencies, no two days are the same.
- A collaborative and supportive environment: You will work closely with pastoral staff, senior leaders and external professionals to coordinate care and deliver meaningful support for our pupils.

## What we are looking for

- Experience working with young people and understanding their health and wellbeing needs
- Current First Aid training (or willingness to obtain)
- Excellent communication and interpersonal skills
- Strong organisational skills and ability to remain calm under pressure

- Empathy, discretion and professionalism
- Strong understanding of safeguarding

### **What we offer**

- A school culture that places wellbeing at its centre
- A supportive pastoral and safeguarding team
- Ongoing professional development
- A positive working environment with engaged students

We are a highly successful, community comprehensive school located just outside Cambridge, with a strong reputation for academic excellence and pastoral care.

If you are committed to making a difference and have the skills to support young people's health and wellbeing, we would be delighted to hear from you.

For further details on Comberton Village College, please visit our website - [www.combertonvc.org](http://www.combertonvc.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 the Recruitment team, on [recruitment@catrust.co.uk](mailto:recruitment@catrust.co.uk).

**Closing date: 09.00 on Monday 8<sup>th</sup> June 2026**  
**Interviews to be held w/c: 15<sup>th</sup> June 2026**

Thank you for your interest in The CAM Academy Trust.



## JOB DESCRIPTION

### **Salary:**

NJC Scale 6, point 18 to 22 (£31,537 to £33,699 per annum FTE). Actual salary £27,049.04 per annum on point 18.

### **Line of responsibility:**

The successful candidate is directly responsible to the Deputy Principal.

### **Strategic purpose:**

The health and well-being of all young people is of paramount importance; the postholder must passionately share this view.

To provide first aid care to all members of the school community including contractors and visitors where necessary

To deliver high-quality care to pupils; including care plans, interventions, and medical support as required

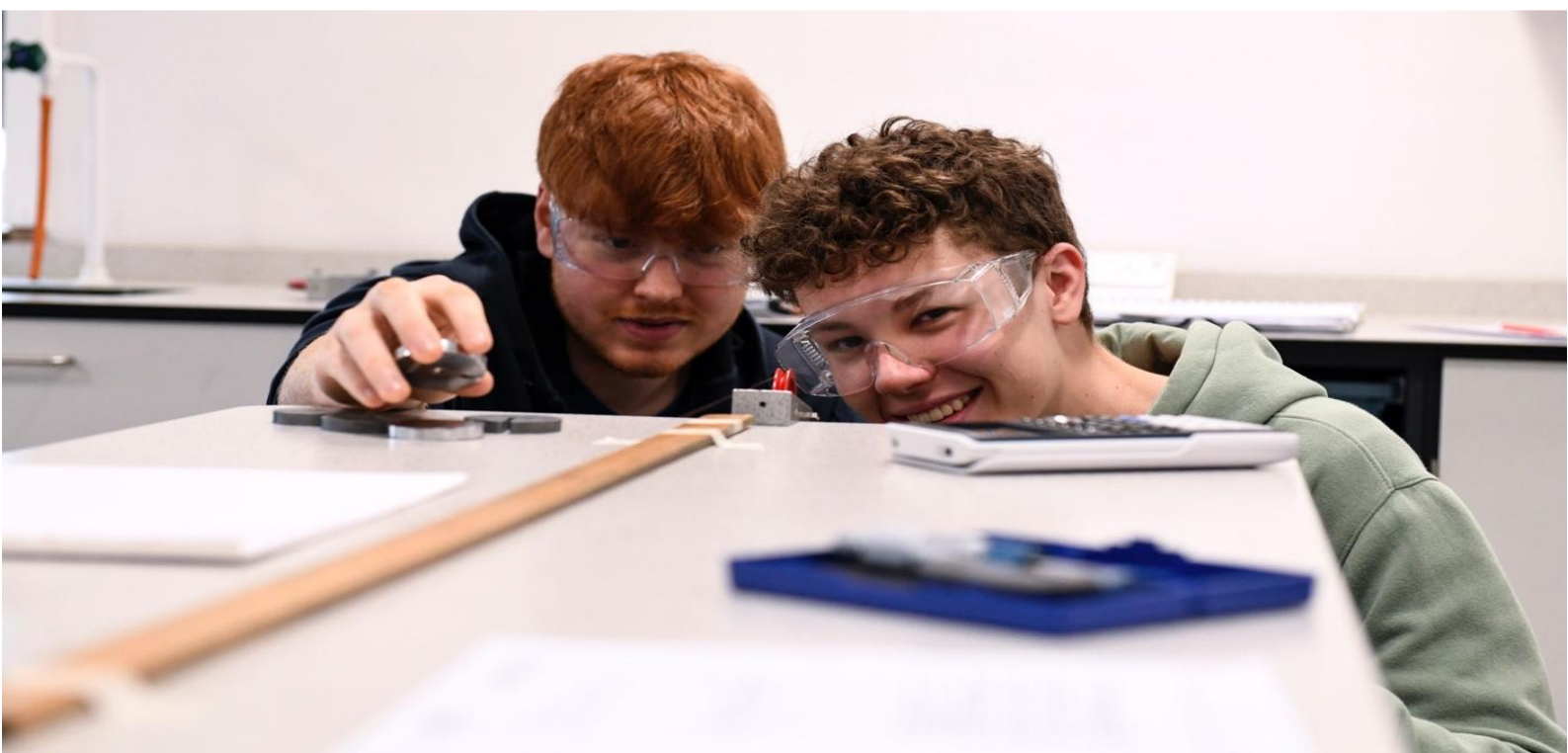
To keep pupils, staff and parents informed of health issues and initiatives

To promote healthy lifestyles within school

To play an active role in pastoral support for pupils and act as part of the school's safeguarding team

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>	<p><b>Medical</b></p> <ul style="list-style-type: none"><li>• To be based in the medical room and deal with any staff or students referred to you as lead school advanced first aider</li><li>• To offer support and advice as appropriate about health related and medical matters within your level of knowledge and understanding and refer them as appropriate to other sources of advice</li><li>• To complete a log of students attending the medical room and treatment provided</li><li>• To ensure confidential medical information about students is recorded on the school MIS and made available to the appropriate staff</li><li>• To liaise with parents about medical matters relating to their children and any treatment provided</li><li>• To keep the medical room, first aid kits and essential equipment tidy and in an appropriate state for its purpose, liaising with relevant stakeholders over maintenance and cleaning</li><li>• To organise a rota for other first aiders so that the medical room is always staffed.</li></ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"><li>• To keep a log of all medical boxes and other medical equipment on the site and to update them as appropriate, including ensuring that all medicines held on site for pupils are recorded and in date, liaising with parents when replacements are required</li><li>• To keep a record of all the training needs of first aiders and arrange for update training as necessary</li><li>• To take responsibility for the maintenance and display of publicity notices for the Medical Room around the school site</li><li>• Support health and safety reviews</li><li>• Liaise with staff regarding attendance and medical needs</li><li>• Assist the relevant members of SLG and the pastoral team with coordinating professionals relating to mental health and wellbeing</li></ul> <p><b>Pastoral and Safeguarding</b></p> <ul style="list-style-type: none"><li>• Be an active member of the school's safeguarding team</li><li>• Support the pastoral team by delivering group/individual support sessions as required</li><li>• Provide confidential support for pupils</li></ul>
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	<ul style="list-style-type: none"> <li>• Support emotional regulation and wellbeing</li> <li>• Assist with referrals and signposting to external services as required</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Comply with Trust and school policies</li> <li>• Promote positive pupil conduct</li> <li>• Handle enquiries professionally</li> <li>• Maintain professional standards</li> <li>• Undertake training and development</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>Qualifications and Experience</b>		
5 GCSE'S including English and Maths to Grade 4/C or equivalent	X	
Current First Aid Training	X	
Registered Nurse (RGN or RSCN)		X
Experience in similar role	X	
IT competency	X	
Experience of working with / understanding young people	X	
Knowledge of school information systems		X
Understanding of health and wellbeing needs of young people	X	
Knowledge of safeguarding requirements	X	
<b>Knowledge and Interpersonal Skills</b>		
Ability to work as part of a team	X	
Ability to work independently	X	
Patience, empathy and humour	X	
Excellent communication skills	X	
Strong interpersonal skills	X	
Excellent organisational skills	X	
High attention to detail	X	
Ability to work under pressure	X	
Commitment to professional development		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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