



The CAM Academy Trust
Pastoral Support 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!

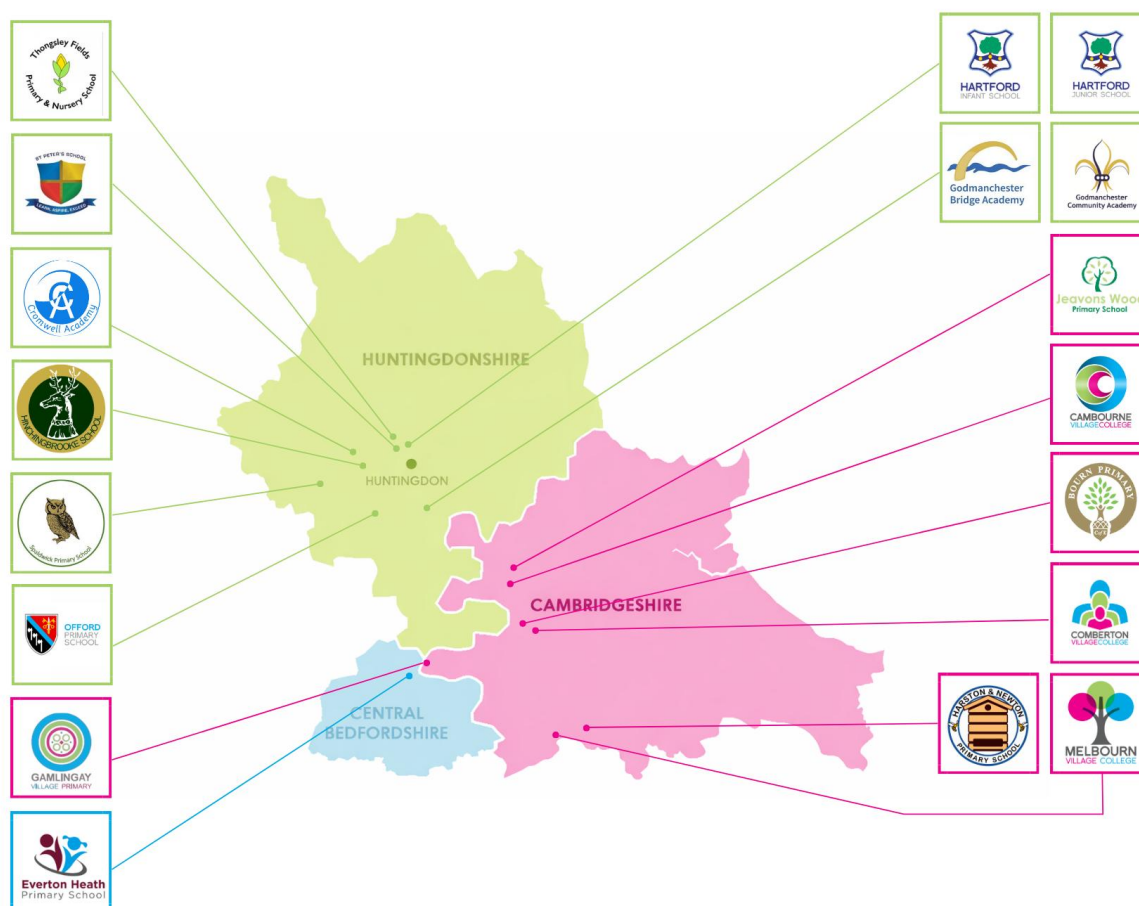
Claire Heald

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), Hinchingbrooke 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 £5,482.91 per annum on point 18.

Contract: Permanent. 7.5 hours per week – Wednesday's only (no negotiation on the day of work), 08.00 to 16.00. Term time plus 5 training days (39 weeks per year)

Start date: September 2026

Place of work: Melbourn Village College, Melbourn, Cambridgeshire

We are seeking an exceptional Pastoral Support Officer to join our ambitious and evolving pastoral team at the heart of our developing pastoral provision.

The Pastoral Support Officer works closely with the Head of Key Stage to provide effective, high-quality pastoral support across a Key Stage. The role is focused on promoting high standards of behaviour, attendance, safeguarding, wellbeing, and achievement, in line with the school's ethos of '*excellence for all*', ensuring every student is supported to succeed and fully participate in school life.

The role requires consistent, proactive engagement with students, staff, and parents on a daily basis. The Pastoral Support Officer is responsible for responding to and investigating day-to-day pastoral issues that may impact a student's ability to engage with and access education. This includes providing initial support, gathering relevant information, and working with teaching staff and leaders to ensure appropriate decisions and follow-up actions are implemented. The role places a strong emphasis on taking a practical and proactive approach to removing barriers to learning and supporting positive student outcomes at the point of need.

Working collaboratively with colleagues, the Pastoral Support Officer contributes to a coordinated and consistent approach to student support, helping to maintain a safe, purposeful, and inclusive learning environment in which all students can thrive.

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.

Closing date: 09.00 on Wednesday 24th July 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 £5,482.91 per annum on point 18.

Line of responsibility:

The Pastoral Support Officer is directly responsible to the Head of Key Stage.

Strategic purpose:

The Pastoral Support Officer works closely with the Head of Key Stage to provide effective, high-quality pastoral support across a Key Stage. The role is focused on promoting high standards of behaviour, attendance, safeguarding, wellbeing, and achievement, in line with the school's ethos of '*excellence for all*', ensuring every student is supported to succeed and fully participate in school life.

The role requires consistent, proactive engagement with students, staff, and parents on a daily basis. The Pastoral Support Officer is responsible for responding to and investigating day-to-day pastoral issues that may impact a student's ability to engage with and access education. This includes providing initial support, gathering relevant information, and working with teaching staff and leaders to ensure appropriate decisions and follow-up actions are implemented. The role places a strong emphasis on taking a practical and proactive approach to removing barriers to learning and supporting positive student outcomes at the point of need.

Working collaboratively with colleagues, the Pastoral Support Officer contributes to a coordinated and consistent approach to student support, helping to maintain a safe, purposeful, and inclusive learning environment in which all students can thrive.

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

Key Responsibilities	Pastoral Support and Student Welfare • Support the Head of Key Stage in delivering high-quality pastoral care for students across the year group. • Respond to and investigate day-to-day pastoral issues, ensuring concerns are addressed promptly and professionally. • Provide initial support to students experiencing barriers to learning, working proactively to remove these and support re-engagement. • Build positive relationships with students to promote confidence, resilience, and positive attitudes to learning. • Support students in maintaining high standards of behaviour, readiness to learn, uniform, and equipment. • Provide supervision and support during key times of the day, including before school, student social time and movement between lessons. • Support the implementation of the school's behaviour systems, ensuring consistency and high expectations. • Lead in the investigation of behaviour incidents, gathering information and contributing to appropriate follow-up actions. • Provide visible, proactive support across the school through regular presence, including responding to on-call requests and removing students from lessons where required (e.g. B2 removals) to maintain a safe and focused learning environment. • Support students in completing sanctions and restorative work where appropriate. • Monitor key students and contribute to evaluating their progress and next steps. • Respond to incidents of truancy, ensuring students are located and returned to learning. • Offer immediate support to students experiencing social, emotional, or behavioural difficulties, including signposting to further support where appropriate. • Accompany and support students to access interventions, appointments, or external support as required, ensuring minimal disruption to learning and effective reintegration. • Undertake welfare checks and support home visits where required. Communication and Collaboration • Work closely with teaching staff, form tutors, and school leaders to ensure a coordinated approach to student support. • Triage and respond to pastoral concerns raised by staff, students, and parents. • Support form tutors and Heads of Key Stage with communication to the key stage.
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	• Maintain regular, clear, and professional communication with parents and carers, ensuring they are kept informed of key pastoral issues, actions taken, and required follow-up. • Maintain clear and accurate records of incidents, interventions, and student support plans. • Contribute to relevant meetings. Wider School Contribution • Support the coordination and smooth delivery of key school processes and Key Stage activities, including admissions, transition, trips, work experience, enrichment opportunities, and wider school events. • 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. • Maintain accurate and compliant student records in line with school and trust policies. • Promote and contribute to a safe, positive, and inclusive school environment. • Participate in relevant training, meetings, and professional development. • Be available to attend relevant whole school events e.g. open evening • Work flexibly as part of the pastoral team and contribute to consistency of practice across the school. • Undertake any other duties of a similar nature and level of responsibility as may be reasonably required by the Principal.
Personal development	• Maintain excellent subject expertise and awareness of the latest, evidence informed practice • Engage in regular professional learning and reading. • Engage positively in the Trust's arrangement for performance management and professional growth.
Safeguarding	• Adhere to Trust safeguarding policy and procedure at all times. • Promote strong cultures of safeguarding across the Trust and schools. • Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety). • Safeguarding the mental health and wellbeing of students and staff
Advocacy and influence	• Be an advocate for the Trust externally and across our schools. • Be outwards facing and see opportunities for positive influence and external partnership and networking.

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
Qualifications and Experience		
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
Training in trauma-informed, restorative or relational practice would be advantageous.		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 in a pastoral role, supporting children and parents.	X	
Experience of working with children or young people with SEMH, behavioural needs or additional vulnerabilities would be advantageous.		X
Knowledge and Interpersonal Skills		
Ability to build and form good relationships with colleagues and students.	X	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	X	
Excellent interpersonal communication skills and the ability to influence, engage and motivate young people.	X	
Ability to deal with confidential data/ issues appropriately, complying with the College/Trust Data Protection Policy.	X	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	X	
Understanding of safeguarding and inclusive practice with awareness of relevant legislation.	X	
Ability to de-escalate challenging situations calmly and professionally with excellent interpersonal communication skills and the ability to influence, engage and motivate young people.	X	
Strong understanding of SEMH needs and the impact of adverse childhood experiences (ACEs) on behaviour and learning would be advantageous.		X
Able to work flexibly to meet deadlines and respond to unplanned situations.	X	

Able to follow direction and work in collaboration with line manager.	X	
Reflective, solution-focused and committed to improving outcomes for vulnerable students.	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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