



**The CAM Academy Trust**  
**CEIAG Lead**  
**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!

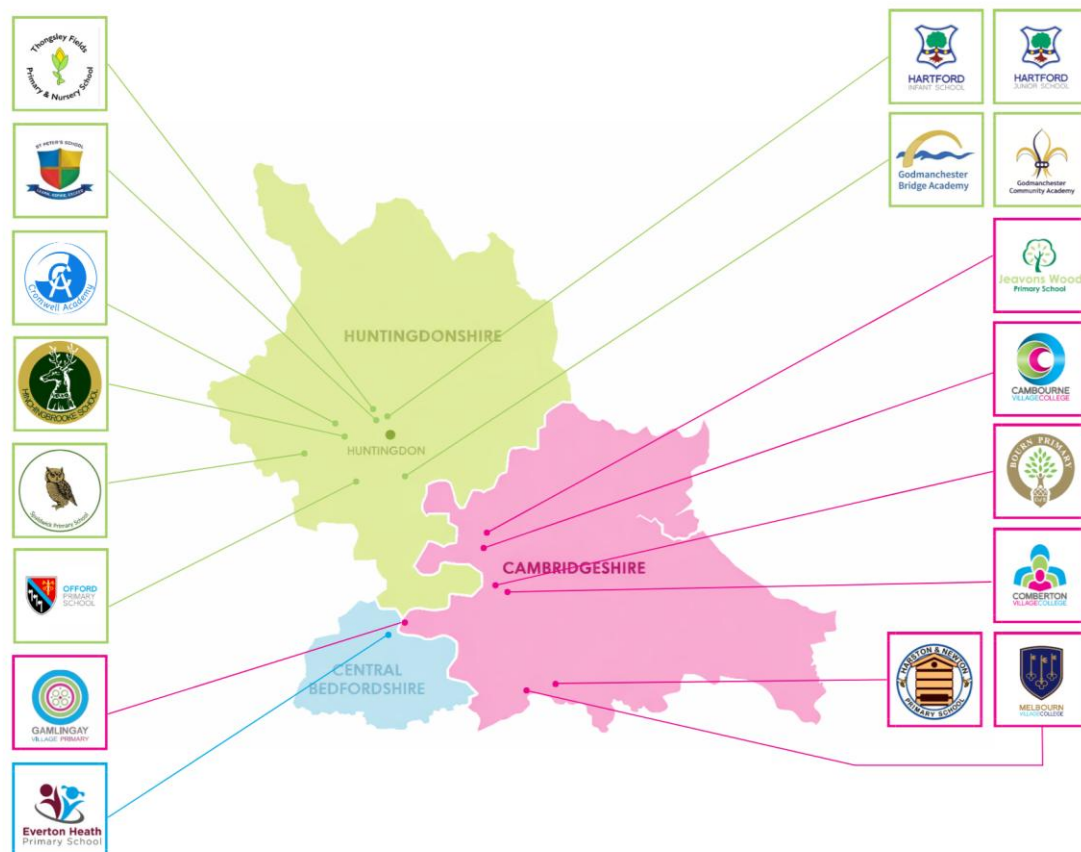
**Claire Heald**

# 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

The successful candidate will be instrumental in organising and developing provision of CEIAG across all Key Stages, alongside supporting with the provision of Post-16 and Post-18 information, advice and guidance activities. This role will involve direct work with students, their parents/carers and members of staff in a guidance role. The successful candidate will meticulously document evidence of compliance with DfE guidelines and the Gatsby benchmarks to ensure Hinchingsbrooke retains the CEIAG Quality Mark.

We are looking for a colleague who enjoys working with young people, has a flexible and positive approach and who enjoys working as part of a wider team. They must be able to lead strategy implementation. They will have a skill for networking and improving the partnerships with employers, colleges and other providers and should have a passion for enabling students to find the correct path for them.

The successful candidate will either have a Level 6 qualification as a Careers Leader or be willing to complete training to gain this qualification.

## **Why come to Hinchingsbrooke?**

This is a fantastic school to work in: on interview, we ask candidates for their impressions of the School and without fail they comment on how wonderful our students are, the positive team ethos amongst staff and how friendly and welcoming the School is.

If you are an outstanding teacher, it really is worth applying for this post and joining somewhere special. We are seeking to appoint a candidate who is passionate about their subject area; a team player who will thrive on collaboration and teamwork. Someone who really wants to make a difference!

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure.

Hinchingsbrooke School values the diversity of our workforce and welcomes applications from all sectors of the community.

For further details please visit our website [Hinchingsbrooke School - Home](#).

## 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 Debbie Warner, Principal's PA on [dwarner@hbk.acesmat.uk](mailto:dwarner@hbk.acesmat.uk).

Thank you for your interest in The CAM Academy Trust.



**Salary**

Scale 6, points -22 (FTE £31,537-£33,699)

**Hours:** 22.5-30 hours/week term time plus training days (39 weeks)

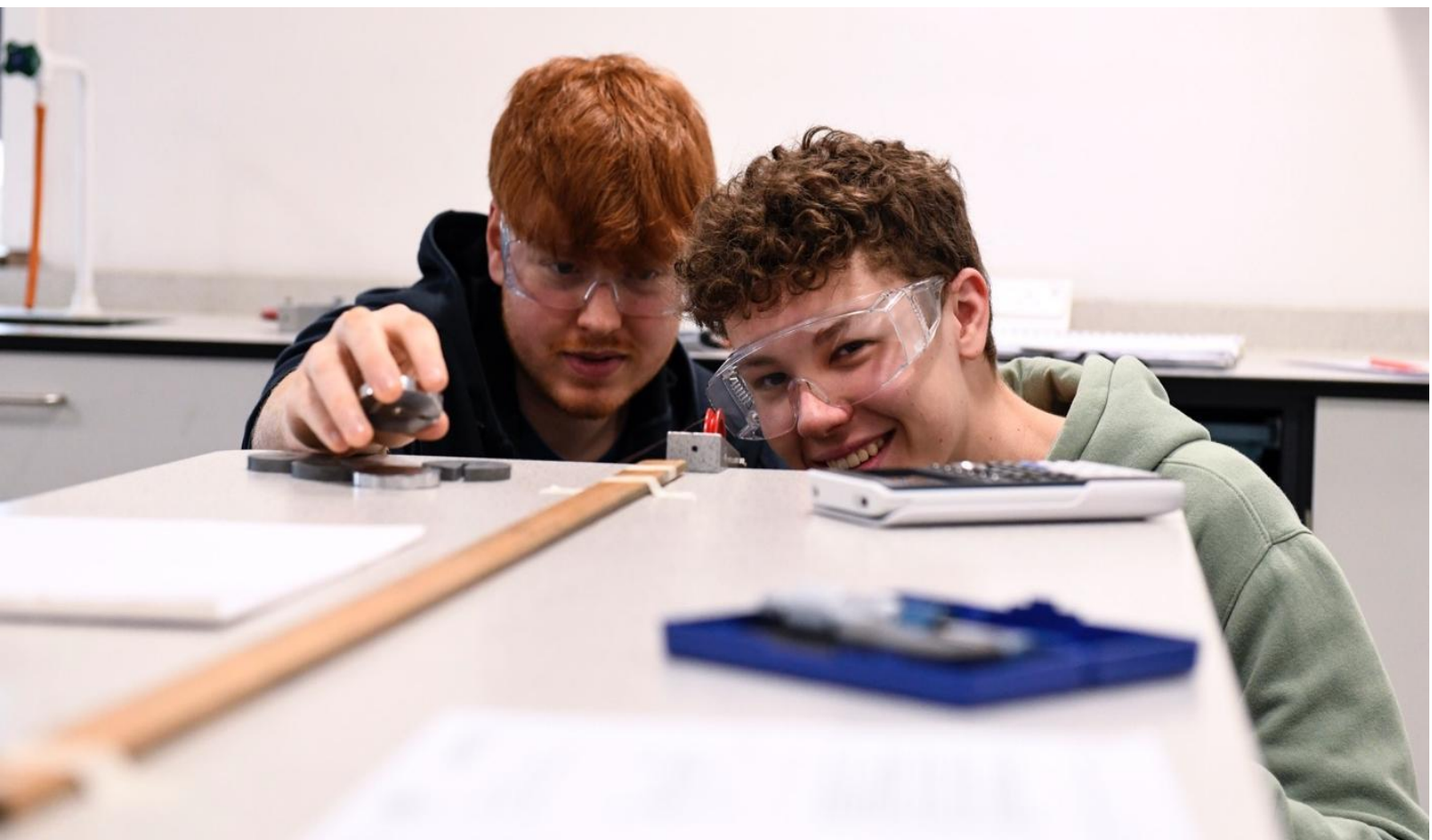
**Line of responsibility**

The Careers Guidance and Development Lead is directly responsible to the relevant Assistant Principal.

**Job purpose**

The postholder will be instrumental in organising and developing provision of CEIAG ins KS3 and 4, alongside supporting with the provision of Post-16 and Post-18 information, advice and guidance activities. It is also an opportunity for someone to work directly with students, their parents/carers and members of staff in a guidance role.

This post is suitable for candidates either with existing qualifications and experience relating to careers guidance or a candidate with a strong background in administration with a desire to undertake training.



## 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

## Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Line Manager or Principal.

## Job specification

Strategic

- Lead on and co-ordinate the implementation of careers guidance and work experience at Hinchingsbrooke School and Hinchingsbrooke Sixth Form.
- Ensure and rigorously document evidence of compliance with DfE guidelines and/or the Gatsby benchmarks

## Operational

The post holder will:

- plan and deliver a programme of careers education, enterprise and work-related learning throughout the school alongside external agencies and relevant leadership. This may include:
  - Interview skills
  - CV writing
  - 14+ Carousel
  - 16+ Carousel
  - Labour Market Information
  - Use of platforms such as Unifrog
  - Writing personal statements
- Organise and co-ordinate special events and visits (for example, careers days, work experience placements, enterprise days) to enhance learning, and to inform, motivate and encourage student aspiration, accompanying students on trips and visits where necessary
- Support the Sixth Form leadership team with the planning and delivery of careers and employability information, advice and guidance, including providing advice and guidance to Year 12 and Year 13 (largely in relation to vocational pathways, apprenticeships and employment).
- Responsibility for communications in relation to KS5 careers and employability information, advice and guidance (twitter, weekly student mailing etc).
- Take overall responsibility for the coordination of KS4 and KS5 work experience, including in ensuring that Health & Safety and Safeguarding requirements for work experience placements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks, ensuring compliance with current legislation.
- Manage and monitor relevant budgets ensuring best value principles are followed where possible.

- Establish and develop links with industry and businesses on behalf of the school.
- Liaise as appropriate with staff such as curriculum leaders within the school, and with external agencies such as the careers service and the Local Authority, to ensure that the provision reflects the current curriculum and needs of the school.
- Ensure that the provision is both accessible and attractive to different groups of students, e.g. to ethnic groups, boys and girls, students with special educational needs, high attaining students, and EAL students. This will include close working with the Pupil Premium Coordinator, Year Teams and Provisions Manager.
- Contribute to the review, evaluation and development of the school's careers and work-related learning provision and make recommendations to her/his line manager, the senior leadership team and the governing board.
- To manage a database of alumni, maintaining correspondence and appropriate events

### **General**

- Maintaining an awareness of current legislation and developments within the careers and work arena
- Ensuring that students and parents/carers know how to access careers advice/information by assisting at relevant forums
- Supporting the development of PSHE careers resourcing
- Maintaining and updating the careers notice boards, careers section of our website, online careers and employability resources and associated pupil/student, parent and carers communications
- Escorting students on relevant educational visits/trips as required.
- Attending relevant meetings and training sessions as required.
- Ensuring compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking further administrative duties as requested by line manager.

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the School's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the School's performance management scheme.

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

Essential	Desirable
<ul style="list-style-type: none"> <li>• GCSE (grade A*–C) or equivalent, in English and maths (certificate/s to be available at interview).</li> <li>• Qualification in Careers Guidance (QCG) or studying towards this with experience in the field (certificate/s to be available at interview) or willingness to gain qualification.</li> <li>• Experience of working in a school or similar establishment.</li> <li>• Proven experience of working in industry/enterprise or developing productive links with businesses.</li> <li>• Knowledge of work experience and or volunteering programmes/opportunities.</li> <li>• Experience of planning, implementing and evaluating projects.</li> <li>• Experience of working with children/young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/training in interviewing techniques and processes.</li> <li>• Experience in fundraising and/or sourcing sponsorship including writing bids/making applications.</li> <li>• Experience of giving presentations to an audience.</li> <li>• Knowledge of an additional language.</li> <li>• Managing and monitoring a budget, and providing required reports.</li> <li>• Demonstrate a good understanding of different qualifications and the examination process.</li> </ul> <p>Working knowledge of the curriculum and work-related initiatives.</p>
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Ability to improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information.</li> <li>• Ability to manage and deal with confidential data/issues appropriately.</li> <li>• Ability to proficiently use Office computer software including word-</li> </ul>	

Essential	Desirable
<p>processing, spreadsheet, database and internet systems.</p> <ul style="list-style-type: none"> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, safeguarding.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to listen effectively and show empathy when required.</li> <li>• Ability to show initiative and to prioritise one's own work even when under pressure.</li> <li>• Able to follow direction and work in collaboration with line manager and the leadership team.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>	

# 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 – 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.

## School specific benefits

- Access to staff discounts from local suppliers
- Free use of on-site leisure facilities including gym and swimming pool
- O2 Staff discount



The CAM Academy Trust

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