



The CAM Academy Trust

Student 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!

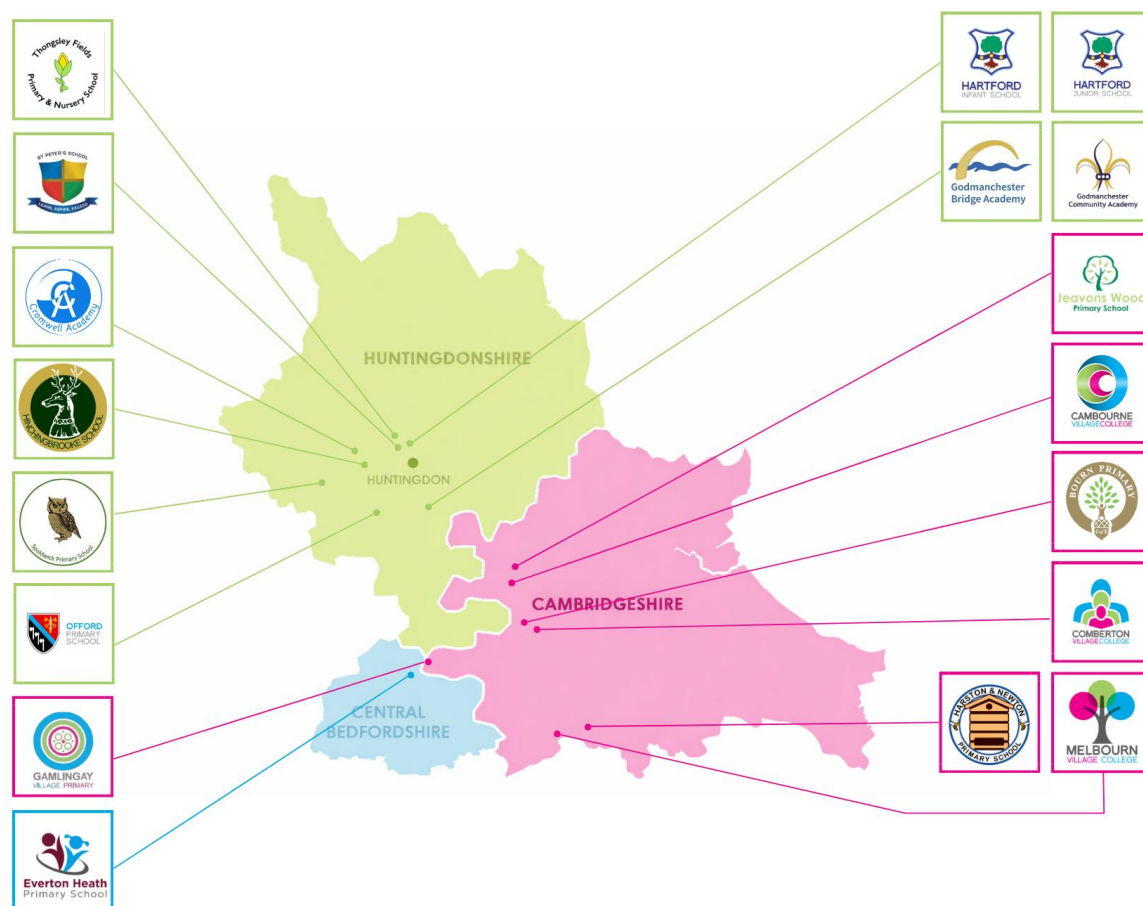
Claire Heald

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), Hinchbrook School (and Sixth Form), 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 5, Points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary (£25,083–£27,210).

Contract: 37 hours per week, Monday to Friday 8.30am to 4.30pm (4.00pm on Friday) with a 30 minute unpaid lunch break. Term time plus 2 weeks (40 weeks per year).

Start date: September 2026

Place of work: Hinchingsbrooke School, Huntingdon

A Student Support Officer is attached to a Year group of 350 students and, working with the Head of Year and tutors, will be responsible for supporting the students' emotional and social needs; for helping them to overcome barriers to learning and for liaising with parents and other agencies.

Successful candidates will have experience of dealing with young people, be proactive, flexible individuals who have excellent verbal, written and interpersonal skills and who are able to work on their own initiative as well as part of a team in a sometimes pressurised environment.

We are looking to appoint a highly motivated Student Support Officer to join our friendly pastoral team and play an integral role in supporting our students. Working alongside other Student Support Officers, the Head of Year and Assistant Head of Year, you will have a key role in supporting students' emotional and social needs and their progress. The successful candidate will have experience of dealing with young people, be a pro-active, flexible individual who has excellent verbal, written and interpersonal skills. Knowledge of restorative practices would also be beneficial.

This is a permanent post which will be required as soon as possible.

Hinchingsbrooke is an outstandingly beautiful school, set in acres of grounds and adjoining a country park. Our ambition is to provide all students with a broad, challenging and progressive curriculum experience. Extra-curricular activities are a much-valued feature of the school, and we seek to appoint staff who are willing to help maintain this tradition.

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.

Closing date: 09.00 on Tuesday 1st September 2026
Interviews to be held on: TBC

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale 5, Points 12 to 17 (£28,598 to £31,022 per annum FTE). Actual salary (£25,083–£27,210).

Line of responsibility:

The Student Support Officer is directly responsible to the Head of Year/Assistant Principal

Strategic purpose:

To support the school's behaviour procedure by providing targeted intervention for students who require additional behavioural support. To oversee the day-to-day running of the Reset Room and lesson call-outs, ensuring a calm, structured environment for learning and promoting a greater level of consistency with the call-out system. To build positive relationships with students, promoting engagement, accountability, and personal development

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.



JOB DESCRIPTION continued

Main responsibilities	To satisfy the roles and responsibilities set out in this job description and any additional tasks reasonably requested by the Head of Year, Assistant Head of Year and Assistant Principal for Behaviour: • To respond to requests for support from individual students and to communicate outcomes with relevant staff/support systems/parents and carers • To work and communicate with parents/carers, form tutors and staff to help them promote student progress and welfare • To work 1:1 with designated students so that they identify and create a plan to eliminate barriers to learning • To work with support agencies in and outside school to help promote student progress and welfare • To have a working knowledge of the child protection measures used in school • To lead investigations into incidents and report the findings to the Head of Year and Assistant Head of Year • To implement and oversee strategies for supporting identified students with their attendance and behaviour for learning • To undertake the first day response calls to parents to ascertain the whereabouts of 'missing' students and to follow up the 'N' marks in the registers • To work with the attendance officer to ensure that information regarding student attendance is shared and recorded • To contribute to the development of group work and positive action projects for targeted groups to raise achievement • To assist with the supervision of students on school visits and trips • To attend relevant meetings, case conferences and working parties to ensure a co-ordinated approach to the inclusion of students with additional needs • To meet regularly with the Head of Year, Assistant Head of Year and other staff to share best practice, and to monitor and co-ordinate the work • To monitor the Lower or Middle School environment on a day-to-day basis, to ensure it reaches the high standards expected • To meet half-termly with student REPS and lead discussions around different aspects of the school
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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
Qualification and Experience		
5 GCSEs including English and Maths to Grade 4/C or equivalent	X	
A commitment to developing professional skills	X	
Strong information and communication technology (ICT) skills	X	
Providing administrative support	X	
Excellent planning and organisational skills	X	
Ability to work under pressure and meet deadlines	X	
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	X	
Ability to work pro-actively and identify ways to support the smooth running of the school	X	
Ability to provide constructive feedback and encouragement to students	X	
Ability to communicate complex information both orally and in writing in a clear, concise and articulate way	X	
Experience of working with young people		X
Knowledge and experience of restorative practices		X
Knowledge and Interpersonal Skills		
Commitment to promoting and safeguarding the welfare of all pupils	X	
Ability to form sound relationships with colleagues and the wider school community	X	
Ability to deal with difficult situations in an objective and professional manner	X	
Ability to demonstrate active listening skills	X	
High degree of discretion in dealing with confidential information	X	
Interest in working with young people	X	
Ability to prioritise and manage a heavy workload and conflicting demands whilst working to deadlines	X	
Ability to be diplomatic and tactful	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.

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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www.catrust.co.uk