



## **Recruitment Pack**



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## Welcome from our Headteacher, Vicky Lloyd



Thank you for your interest in joining the Meridian Trust family.

I am proud to be the Principal of Stamford Welland Academy where every child is known, valued, and supported to achieve above and beyond their potential. SWA has grown significantly in the last few years, and we now find ourselves with a waiting list for all year groups. We have a reputation for genuinely caring for the young people we teach and nurturing them to become the best version of themselves. Parents recognise the exceptional pastoral care that we provide and combined with superb teaching; we offer a truly 'whole' education for young people. This approach has resulted in not only fantastic GCSE results, but perhaps more importantly, young people who feel confident, happy, safe, members of our school family.

Our [curriculum](#) in each subject is carefully crafted and sequenced to ensure all students make progress regardless of starting points. Our subject leaders are experts and enthusiasts bursting to take our students on exciting journeys through each curriculum area. As part of [Meridian Trust](#), we also have access to the expertise of Curriculum Area Directors for each subject, in addition to the support from subject specialists in 13 other Trust secondary schools. As an inclusive school, there is superb support for those with additional needs and as a result, they achieve excellent outcomes.

Our [parallel curriculum](#) offer is exceptional, and this is due to the emphasis we place on it being as important as the taught curriculum. We can teach young people all the facts, figures, and information they will ever need to pass exams, but the life skills that are acquired by participating in additional activities, are the skills which shape and define young people's characters and give them the resilience and confidence to face the wider world.

We have a significant focus on developing character at SWA and we see this as fundamental to students leaving us as fully rounded members of society. Every half term we focus on two different character attributes, where students are overtly taught what they are and how they might demonstrate them. Each half term culminates in a [PLEDGE](#) afternoon related to the character attributes we have been focusing on, where students work towards



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

achieving their gold, silver and bronze PLEDGE awards.

Relationships between staff and students at SWA are extremely strong and positive, and there is a genuine feeling of us all being part of a team. Without exception, every visitor who walks through the doors of SWA comments on the fantastic atmosphere which feels positive, purposeful, and welcoming. Our strength in this area has been recognised locally and nationally, and we have been asked to share our excellent practice with other schools.

My own values are firmly rooted in a child centered, relationship and 'whole child' approach to education and I am passionate about modelling this in everything we do at Stamford Welland Academy. I want SWA to be a place where students feel like they belong and where they thrive – both academically and emotionally. Fundamentally, I want students to want to come to school and we are constantly looking at ways to make school a positive experience for all students.

These are exciting times for Stamford Welland Academy, and we are looking forward to the next part of our journey with eager anticipation. The improvement to the learning environment over the last few years, coupled with our rich and varied curriculum, superb teaching and exceptional pastoral care, all ensure that we are the 'school of choice' for Stamford and the surrounding areas. We are constantly looking at opportunities to link with local community groups and clubs,

and it is our desire to continually develop as the hub of our local community whilst providing the very best education for local children.

**Mrs Vicky Lloyd**  
**Headteacher**



## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a

proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.



As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.

## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.


### Our Mission:


To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:


- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.





## The enactment of our values for staff:

  
Valuing People  
Engaged, developed, supported, and consulted.

  
High Quality Learning Environment  
Experts who strive for continual development. Collaborative networks, trusted to deliver.

  
Pursuit of Excellence  
Set ambitious goals and model what success looks like. Eager to improve.

  
Extending the Boundaries of Learning  
Make connections, provide opportunities. Generous and sharing of knowledge and expertise.

  
Achievement for all  
Are accountable for the outcomes we contribute towards and strive for the very best.

## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial

teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme



To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

## How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date:** Friday 5<sup>th</sup> June, Midday.

The post may close sooner should we receive sufficient applications.

**Interviews:** W/C 8<sup>th</sup> June 2026

**Applying:** Via My New term

For any questions about the application process please contact:

**Email:**

[recruitment@stamfordwellandacademy.org](mailto:recruitment@stamfordwellandacademy.org)

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory*

*pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*



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## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	School Staff Instructor CCF
JD Reference:	STD ED 40
School/Academy:	Stamford Welland Academy
Weeks:	41 Weeks (term time plus an additional 15 days for inset days/camps)
Hours of work:	37 Hours – will include some weekend working when required for attending camps and training.
Salary:	£35972.95
Responsible to:	Assistant Principal

Role:	Responsible for co-ordinating and leading the Combined Cadet Force (CCF) offering on a day-to-day basis.
Purpose of the job:	The role encompasses a significant Health and Safety/Compliance aspect and assumes responsibility for the operational running of weekly exercises plus ad hoc training camps as and when required. The SSI will also take an active role in running the Duke of Edinburgh Award Scheme.

### Responsibilities and Accountabilities:

#### Compliance

- Be conversant with all Safety Regulations as laid down in CCF documentation, and by MOD Health and Safety Authorities to ensure that the correct standards are maintained in all aspects of training.
- Write risk assessments, where applicable for all training activities.
- Hold and maintain a current applicable first aid qualification.
- Maintain all other professional qualifications pertaining to the role.
- Responsible for the security of weapons, ammunition and buildings.
- Liaison with MOD Security Officers, the local police, the Security Alarm Monitoring Company, Alarm contractor and be on call for alarm response to attend site.
- Attend Unit Security Officers Courses as required and comply with the requirements for security as laid down in the relevant MOD publications.
- Liaise with Safety Inspectors and implement requirements following regular inspections.
- Arrange the maintenance of the CCF buildings, stores and shooting range, through the various authorities e.g. RFCA, MOD and School Estates Departments.



- Prepare for, and be in attendance for all periodic inspections as follows:
  - o Biennial Inspection
  - o Equipment Care Inspections (ECI / LEA) o Mandatory Equipment Inspection (MEI)
  - o Annual Stock Taking Audits
  - o Financial Audit
  - o Unit Fire Inspection
  - o Unit Security Inspection
  - o Alarm Testing
  - o Electrical Installation Inspection
  - o Shooting Range Inspection
  - o Ammunition Inspection
  - o Monthly Armoury inspection / Audit by the Cadet Training Team

#### **Officer Training, Recruitment and Retention**

- Maintain comprehensive P-Files (Personnel Files) for all CCF Staff on strength.
- Complete transfer papers for those officers joining / leaving, inform HQNW and the Receiving Unit where applicable.
- Arrange for delivery of Commissioning Papers for new officers, and assist in the completion & submission.
- Arrange and assist with security vetting of all CCF personal.
- Advise on Officer Training courses
- Apply for, and arrange loading on Westminster Database of Officers on promotion and trade courses e.g. Basic Course Frimley Park, ML Training, Range Qualifying Courses.
- Update the Westminster Database with changes to Officers' status and maintain officers pay records
- Complete weekly parade register on the Westminster Database
- Indent for supply and for the maintenance of Officer Uniforms.

#### **Training / Parade Days**

- Maintain discipline within the contingent.
- Support and assist Army Section Commanders with any training or activities when help is requested
- Monitor training to ensure completeness, compliance with MOD directives, and safety
- Assist with the planning of the training programme; publish for all contingent officers, and assisting units
- Produce warning orders and weekly instructions for notice boards and distribution amongst officers



- Ensure JUOs/NCOs carry out designated tasks
- Teach specific subject periods
- Oversee Officer teaching practices, particularly on weapons systems

### **Weekend Exercises & Training Camps and Exercises**

- Plan and write training exercises as required.
- Apply for and manage all external military shooting ranges and Training areas Complete Application to Train requests and submit to HQNW.
- Review content of the training exercises prior to submission to Brigade Training Safety Advisor.
- Write risk assessments, range letters, Range Safety Document (RSD), Cadet Action Safety Plan (CASP), Exercise Action Safety Plan (EASP) as required.
- Recce of training areas and attend at Training Area Conferences.
- Writing and distribution of admin letters and parental consents as directed.
- Write and distribute Military Admin Instructions as required.
- Arrange the procurement of additional stores, including collection and delivery, and local purchase where applicable. e.g. rations, fuel, ammunition, loan equipment.
- Collect and deliver any additional weapons, ancillaries and additional stores from supporting units
- Be responsible for the take over and hand back of training areas and accommodation
- Booking of transport, be responsible for the inspection of vehicles on delivery and handover
- Arrange vehicle cleaning on completion of exercise
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc
- Manage the contract for catering on camps. Complete ration request documents and daily feeding states
- Complete contract assessment documents on completion of exercise
- Complete Actual Usage Forms on leaving Training Areas & Ranges
- Run Battle Exercises as required, ensuring Cadet Training and Safety Precautions are followed
- Inspect, and return all Ammunition, complete AFB 8226s
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises, chase up any late returns
- Bid for a summer camp for the contingent
- Attend the Pre-Camp conference and carry out the mandatory recce.



## Equipment and Stores

- Complete annual bidding forecast for Ammunition and Rations.
- Maintain the ammunition store as per MOD regulations.
- Maintain an inventory of all clothing and equipment held on loan from the MOD
- Control all stores issues and receipts.
- Arrange the procurement of all additional clothing and equipment.
- Organise the repair and exchange of clothing.
- Maintain all other records, documents, pamphlets etc. including their preparation and presentation at those periodic inspections required by military authorities.
- Organise purchase and issue of boots and clothing etc in readiness for each new recruit intake.
- Ensure all first aid kits are maintained and well stocked.
- Order training area maps as required.

## Liaison

- Maintain good working relationships with:
  - Visiting Service Instructors – Cadet Training Team
  - Area Admin Assistant, Training Safety Advisor, Division and HQ LAND Forces.
  - Local Regular and Reserve Force Army Barracks.
  - All other Army and RAF units that assist with training

## General

- Organise venue, menu and invitations for any external functions as directed.
- Amend and update cadet application forms annually and arrange distribution to new intake.
- Maintain unit nominal roll and update as required.
- Check weekly parade registers.
- Compile completed new application forms.
- Maintain and update CCF Notice Boards in School as required.
- Load cadets onto external courses, process applications and distribute joining instructions.
- Update unit forecast of events on the Westminster Database.
- Maintain and update unit standing orders in accordance with MoD regulations.
- Maintain and update shooting range standing orders in accordance with MoD regulations.
- Attend School Open Days, ensuring equipment and presentation boards are available and up to date.
- Manage CCF stand on Open Days if required.



- Must reside no more than 40 minutes away from site due to MOD requirements for weapons security

### **Duke of Edinburgh Award Scheme**

- To assist with the DofE Award Scheme working closely with the DofE Manager/SLT.
- Being conversant with the D of E scheme and liaising with the nominated D of E Manager
- Order / Issue new entry packs as required
- All Duke of Edinburgh's Award Scheme Bronze and Gold
- Accompanying Bronze and Gold D of E expeditions as required
- Recce of expedition areas used, if required
- Assist the D of E the Manager with the database.

### **Equipment and Transport**

- Outdoor pursuit's equipment procurement
- Equipment accounting, including issues and receipts
- Repair and replacement
- Health and safety/risk assessments
- External agencies
- Transport and fuel

### **Support for School/Academy/Place of work:**

- Participation in staff events by arrangement.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.

### **Data security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

### **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.



- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

### **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***



<b>Person Specification:</b>	<p>Assessment Key: A = Application Form I = Interview</p>
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<b>Education and Qualification</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	Evidence of continuing personal and professional development.	✓		A
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
3	Previous experience of working with young people in an advisory capacity.	✓		A/I
4	Experience of working within the educational system.		✓	A/I
5	Experience of leading, managing and supporting within and educational setting.		✓	A/I
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
6	Working knowledge of a range of software packages.	✓		A/I
7	Knowledge of the concept of confidentiality	✓		I
8	Awareness of child protection issues.	✓		I
9	Knowledge of Cadets and/or appropriate provision for students.	✓		A/I
<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
10	High level of personal organisation skills.	✓		I
11	Able to deal with challenging situations in a calm and professional manner.	✓		I



12	Ability to contribute to team meetings and contribute ideas	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
13	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
14	Willingness to undergo further training and development.	✓		I
15	Positive and enthusiastic approach towards work.	✓		I
16	Ability to act on own initiative.	✓		I
17	Professional approach when dealing with all issues and staff.	✓		I
18	Ability to work as part of a team effectively.	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
19	Support the Academy policies on safeguarding and child protection.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
20	Flexibility of working hours	✓		A/I

