



**The CAM Academy Trust**  
**Higher Level Teaching Assistant**  
**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**

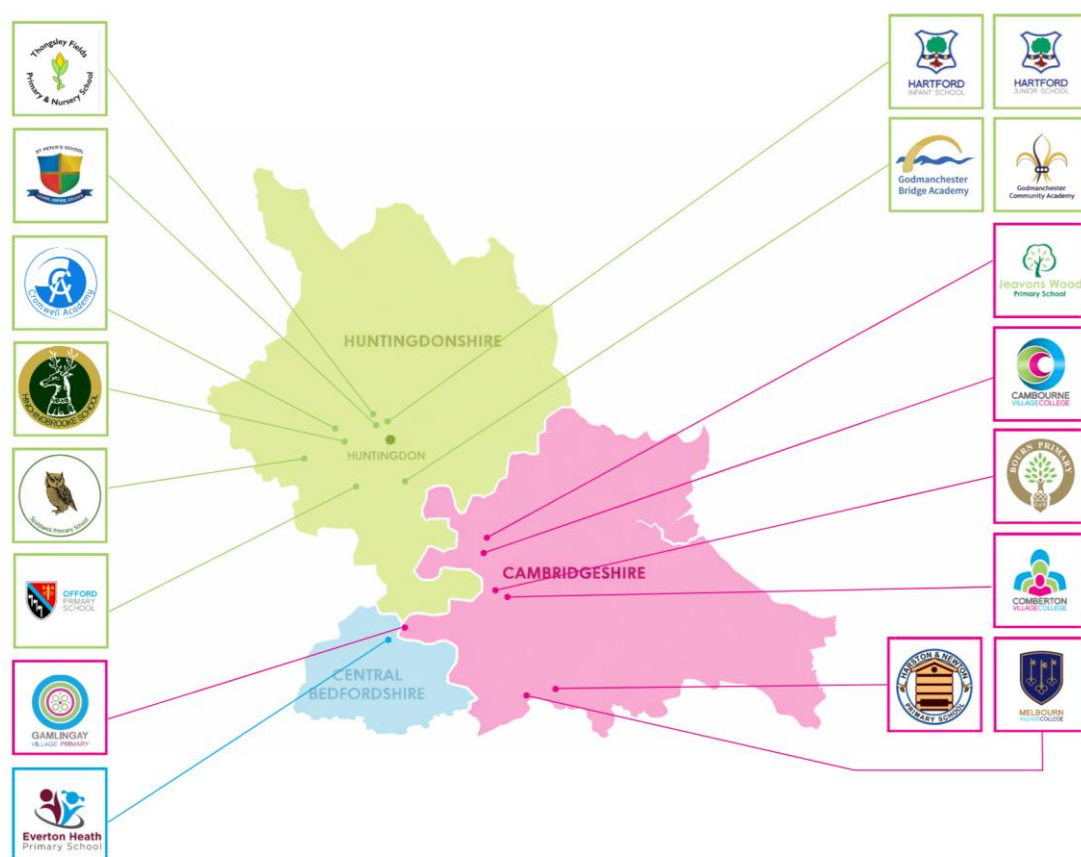


## ABOUT US

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 TA Level 4, points 12 to 15 (£28,598 to £31,022 per annum FTE). Actual salary £14,518.98 per annum on point 12.

**Contract:** Fixed Term Contract to cover a maternity leave. 19.5 hours per week - 08.30 to 15.30, 3 days per week. Term time plus 2 training days in September and October (38.4 weeks per year).

**Start date:** As soon as possible

**Place of work:** Spaldwick Primary School, Spaldwick, Huntingdon

Are you an experienced practitioner who inspires curiosity, builds strong relationships and helps children achieve their best? Join a warm, village school where every day truly is a chance to learn and succeed. This is a meaningful opportunity to lead learning, make a visible impact on children's outcomes and be part of a close-knit staff team committed to inclusive, ambitious education.

As our HLTA you will deliver whole-class and small-group teaching, lead targeted interventions and provide high-quality support that helps children make measurable progress. Key responsibilities include:

- Delivering planned curriculum activities for a whole class or identified groups, including class cover for PPA, subject leadership and sickness cover.
- Preparing lessons and resources in collaboration with class teachers and the senior team.
- Leading interventions and providing targeted support to improve attainment, especially in reading, writing and maths.
- Providing clear, constructive feedback to pupils, parents and teachers and contributing to assessment and progress monitoring.
- Supporting behaviour management and inclusion to ensure every child can learn in a safe, positive environment.
- Mentoring and guiding other teaching assistants during whole-class sessions and contributing to staff development.

This role is ideal for someone who is ready to take responsibility for learning sessions and to help shape classroom practice across the school.

**You will be someone who:**

- Is a qualified HLTA (or has the equivalent professional qualification) with strong classroom experience across more than one year group.

- Has excellent teaching skills, high expectations and a reflective approach to improving practice.
- Builds warm, trusting relationships with children, parents and colleagues and champions inclusion.
- Uses assessment effectively to plan next steps and can deliver targeted interventions that accelerate progress.
- Is organised, resilient and confident managing whole-class sessions and supporting colleagues.
- Wants to be part of a collaborative small-school community, contributing to school improvement and professional growth.

**In return we will give you:**

- A supportive Leadership Team who place high value on individual wellbeing and teacher workload
- Caring, confident and motivated children who are keen to learn and be challenged
- A vibrant, inclusive and progressive school
- A supportive, caring environment
- A hard working and committed team
- A school committed to ongoing professional growth and development through the use of research-informed practice
- Dedicated PPA time
- A supportive local community and Governing Body

For further details on the school please visit our website [Spaldwick Primary 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.*

Visits to the school are highly recommended. If you have any questions about this role, please contact [office@sps.acesmat.uk](mailto:office@sps.acesmat.uk) or telephone 01480 890371 to arrange a visit.

**Closing date: 09.00 on Wednesday 19<sup>th</sup> August 2026**

Thank you for your interest in The CAM Academy Trust.



**Salary:**

NJC Scale TA Level 4, points 12 to 15 (£28,598 to £31,022 per annum FTE). Actual salary £14,518.98 per annum on point 12.

**Line of responsibility:**

This role will report to the Class Teacher and the Head Teacher

**Strategic purpose:**

The job holder will support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

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 partnerships 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

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Support for the Children</b>   | <ul style="list-style-type: none"> <li>• As agreed with the class teacher, take responsibility for delivering planned curriculum activities to individuals, groups or the whole class.</li> <li>• Contribute to the planning and preparation of learning activities.</li> <li>• Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.</li> <li>• Monitor pupil care needs and ensure the teaching assistant team contribute support effectively and in line with good practice.</li> <li>• Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.</li> <li>• Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.</li> <li>• Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.</li> <li>• Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.</li> </ul> |
| <b>Support for the Teacher</b>    | <ul style="list-style-type: none"> <li>• Provide support in evaluating pupil progress and development .</li> <li>• Contribute to the development of IEPs for children with special needs.</li> <li>• Contribute to the planning and evaluation of work programmes for individual pupils and groups.</li> <li>• Provide feedback on learning activities and contribute to school review and development planning.</li> <li>• Organise the learning environment and develop appropriate classroom resources as required.</li> <li>• Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.</li> <li>• Provide guidance to teaching staff in the effective deployment of teaching assistants.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Support for the Curriculum</b> | <ul style="list-style-type: none"> <li>• Support the school curriculum, providing additional support for groups of children as agreed.</li> <li>• Provide additional tuition for children who need extra support with ICT.</li> <li>• Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.</li> <li>• Provide targeted support to enhance learning and improve attainment</li> <li>• Ensure other teaching assistants have the appropriate skills to make best use of ICT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Support for the School</b>     | <ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships with other staff and parents or carers.</li> <li>• Provide support to the headteacher in ensuring that the whole school provides a safe and healthy environment.</li> <li>• Attend and actively participate in staff meetings.</li> <li>• Contribute to the development of less experienced teaching assistants</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <ul style="list-style-type: none"> <li>• Act as a mentor and role model for other teaching assistants.</li> <li>• Provide advice and guidance to teaching assistants on best practice and practical problem solving.</li> <li>• Make suggestions for school events and take a leading role organising them as agreed.</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>                                                                                        |           |           |
| Minimum 4 subjects GCSE Grades A* - C (or equivalent) including Maths and English                                           | X         |           |
| Appropriate qualifications, knowledge and skills to Foundation degree level or the professional qualification for HLTA      | X         |           |
| Experience of teaching in more than one year-group                                                                          | X         |           |
| Evidence of on-going personal professional development                                                                      |           | X         |
| Read Write Inc. trained                                                                                                     |           | X         |
| First Aid certificate                                                                                                       |           | X         |
| <b>Knowledge and Interpersonal Skills</b>                                                                                   |           |           |
| A sound understanding of the primary curriculum                                                                             | X         |           |
| A sound understanding of what constitutes excellent classroom practice needed to promote high quality teaching and learning | X         |           |
| A sound understanding of approaches to planning, assessing, monitoring and evaluating the curriculum                        | X         |           |
| A sound understanding of using assessments to inform future planning and providing next steps for children's learning       | X         |           |
| A sound understanding of the importance of forming good relationships with children, parents/carers and staff.              | X         |           |
| Have an up to date knowledge of current teaching and wider curricular developments                                          |           | X         |
| Experience of promoting and developing good relationships                                                                   |           | X         |
| Excellent teaching skills with high expectations of self and pupils                                                         | X         |           |
| A reflective and creative practitioner                                                                                      | X         |           |
| Ability to use a range of teaching styles and strategies to ensure high levels of pupil learning, achievement and behaviour | X         |           |
| Ability to motivate and enthuse pupils so they make good progress                                                           | X         |           |
| Ability to ensure full inclusion of all pupils                                                                              | X         |           |
| Experience of making a significant impact and progress in children's learning through a creative approach                   |           | X         |
| Excellent ICT skills                                                                                                        |           | X         |

|                                                                                                                                                                                |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Communicate effectively in speech and in writing to a variety of audiences, including to the children and their parents, other staff, governors and the Senior Leadership Team | X |   |
| Able to inspire trust and confidence amongst others                                                                                                                            |   | X |
| Ability to prioritise, plan and organise, delegating responsibility where appropriate in order to manage one's time effectively and meet deadlines                             | X |   |
| Able to work effectively as a team member                                                                                                                                      | X |   |
| Involvement in out-of-school activities                                                                                                                                        |   | X |
| Awareness of links between the school and local community                                                                                                                      |   | X |
| Have the confidence to act upon one's own initiative and to be proactive                                                                                                       | X |   |
| Confidently and calmly deal with a range of situations employing diplomacy and confidentiality, when appropriate                                                               | X |   |
| Recognise when to seek advice and support where necessary                                                                                                                      | X |   |
| Commitment to equal opportunities for all pupils and Staff                                                                                                                     | X |   |
| Ability to think creatively and to be able to anticipate and solve problems                                                                                                    |   | X |
| An interest in self-development                                                                                                                                                |   | X |
| Enthusiastic, resilient and positive thinking                                                                                                                                  | X |   |
| Open-minded to change                                                                                                                                                          | X |   |
| Be a positive role model to others                                                                                                                                             | X |   |
| Hard-working and able to keep to deadlines                                                                                                                                     | 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.
- O2 Discounts
- Membership of HBK Gym including access to the swimming pool.

## Work-life balance

- Flexible working – all staff can make a request to work flexibly.



The CAM Academy Trust

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Sheepfold Lane | Cambourne | CB23 6FR

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[www.catrust.co.uk](http://www.catrust.co.uk)