



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!

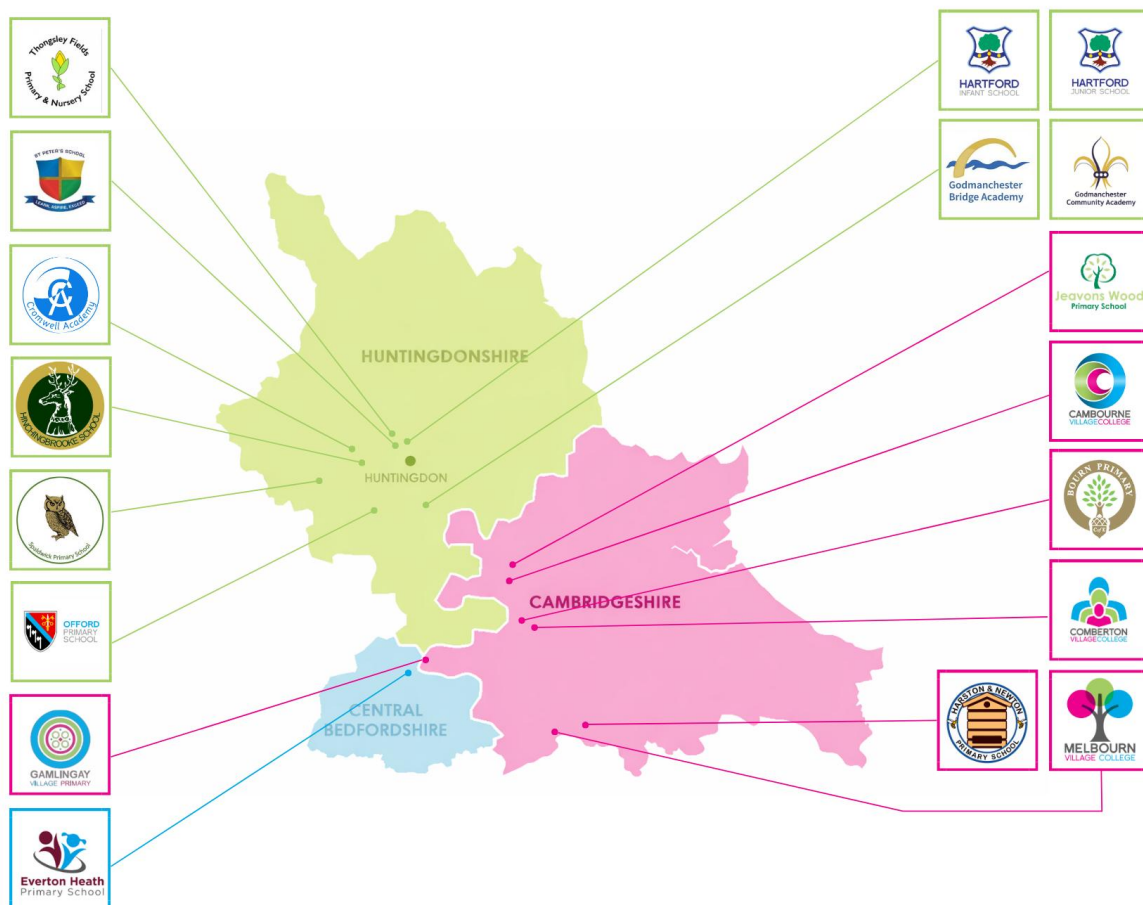
Claire Heald

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), 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

Salary: NJC Scale 6, point 18 to 22 (£31,537 to £33,699 per annum FTE). Actual salary £27,049.04 per annum on point 18.

Contract: Permanent. 37 hours per week Monday to Thursday 08.00 to 16.00 and Friday 08.00 to 15.30. Term time plus 5 training days (39 weeks per year)

Start date: As soon as possible

Place of work: Comberton Village College, Comberton, Cambridgeshire

Are you passionate about supporting young people to thrive, both physically and emotionally? This is a rewarding opportunity to play a central role in safeguarding, wellbeing and pastoral care within a highly successful and caring school community.

We are seeking to appoint a suitably experienced Pastoral Support Officer to manage the Head of Year office in an effective and efficient manner. The successful candidate will have a vital role to play in the day-to-day running of the Year Team and consistently implementing its policies and ethos.

This is a hands-on role in which the successful candidate would work predominantly with pupils, parents and staff to ensure the successful running of the Year Team, working very closely with the Head of Year. The College operates a system whereby Year Teams remain with their cohort as they move up through the school, allowing for strong and trusting relationships to be formed with pupils and their families.

What we offer

- A school culture that places wellbeing at its centre
- A supportive pastoral and safeguarding team
- Ongoing professional development
- A positive working environment with engaged students

We are a highly successful, community comprehensive school located just outside Cambridge, with a strong reputation for academic excellence and pastoral care.

If you are committed to making a difference and have the skills to support young people's wellbeing, we would be delighted to hear from you.

For further details on Comberton Village College, please visit our website - www.combertonvc.org

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 Recruitment team, on recruitment@catrust.co.uk.

Closing date: 09.00 on Monday 8th June 2026
Interviews to be held w/c: 15th June 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 £27,049.04 per annum on point 18.

Line of responsibility:

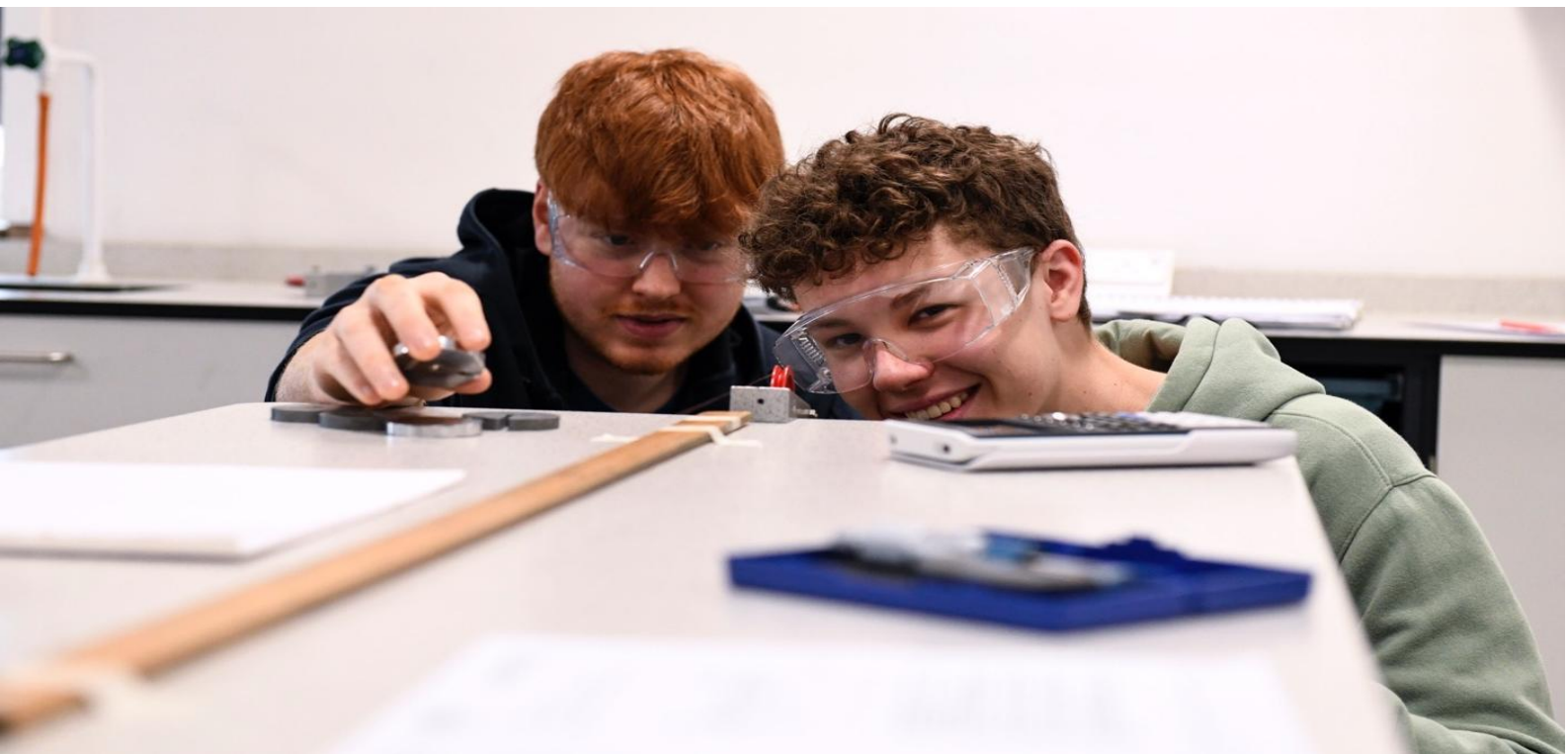
The Pastoral Support Officer is directly responsible to the Assistant Principal KS3/4 (depending on Key Stage).

Strategic purpose:

To provide effective and efficient pastoral support to help support the Year group and its aims. The role is a hands-on role where working with pupils, parents and staff is at the heart of the position. This role encompasses behaviour, safeguarding and attendance to ensure that pupils receive an excellent level of pastoral care.

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

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|------------------------------------|--|
| <p>Key Responsibilities</p> | <p>Attendance</p> <ul style="list-style-type: none"> • Implement the school’s attendance procedures with fidelity. • Enter paper registers brought to the office when IT is not available • Communicate with home daily in cases where pupils are not in school including informing parents when child is late and chase up reasons for absence/s with families • Collate attendance data and share/discuss with the respective Year Leader to identify issues and develop solutions • Lead on providing support to pupils and parents to encourage good attendance • Follow up with pupils signed in late and with persistent punctuality issues • Lead on and arrange meetings with parents for reintegration as directed by the Attendance Officer or Assistant Principal with responsibility for Attendance • Supporting with communication home for monitored pupils if sanctions are not attended. • To support the Admissions Officer with new admissions and those leaving the school including initial conversations with parents and carers considering Elective Home Education. <p>Communication</p> <ul style="list-style-type: none"> • Support tutors to enable them to check-in with their tutees. • Support Year Leaders with general year group communications • Triage issues communicated by parents and carers/pupils/staff and support appropriately • Communicate with the Local Authority and Trust Education Welfare Officer as required. • Attend meetings with external agencies such as Team Around the Family meetings. • Engage with operational and strategic meetings related to the year group. |
| <p>Student Support</p> | <p>Working with pupils</p> <ul style="list-style-type: none"> • At times and where appropriate, work with pupils who may need additional support with accessing school, on a 1:1 basis • To assist in investigating incidents between students and to record discriminatory incidents and take appropriate action • Designate time to coach and mentor pupils • Regular support getting dysregulated pupils to and from lessons • Lead on mental health support to pupils within the year group, including signposting to external professionals in liaison with Safeguarding Officer. |

- To make sure pupils are in the correct uniform, have the right equipment and are generally set up for the day including contacting parents about incorrect uniform at the beginning of the day and throughout the day, sending letters home regarding uniform issues and liaising with all departments regarding uniform requirements.
- To support and cover over the students' lunch period as required, this will be in areas such as the PWR, social areas (primarily within year group that the role covers), lunch halls and other areas – PSO's lunch breaks to be taken outside of student's lunch break.
- To monitor and support Young Carers including referrals to support services where appropriate.
- Ensure that all pupil records are managed line with Trust policies and school procedures.

Working with Parents

- Arranging meetings with parents, including some readmittance meetings and preparing documents for these and other parent meetings
- Contacting parents regarding incidents and overseeing parental emails and telephone calls
- To make calls home regarding suspensions, when required
- Triage staff requests for Lesson Support and communicate with parents regarding issues with low-level behaviour/disruption.
- Deal with any calls for finding pupils missing from class and ensuring they go back to class
- Supporting with the collection of certain pupils for things such as appointments, counselling, interventions etc

Supporting behavioural issues/sanctions

- Facilitate pupil monitoring procedures and create summaries of progress made by pupils against behaviour targets.
- Work with pupils, staff and parents to resolve behaviour issues in lessons.
- Facilitate home-school communication when a pupil is placed on report
- Support with intervention in the Pupil Work Room when necessary
- Monitor internal truancy issues and sanction appropriately.
- Support pupils with carrying out their sanctions and facilitate restorative work when necessary

Administrative tasks

- To undertake various administrative tasks as directed by the Year Team's needs, such as filing, taking notes in meetings, certificate production, monitor supplies in the Year Team office, other various ad-hoc admin tasks assist in setting up of exams, maintaining records etc.
- Support with administration for trips and year group socials as needed.

- Plan and deliver on key year group events and trips.

Working with outside agencies

- To liaise with outside agencies, to include social services, youth services, the police and child protection agencies as necessary.
- Provide support in collaboration with the Year Leader and other support systems in the school
- Create and manage IAEPs for the year group and attend meetings where necessary.
- Complete and manage EHAs for the year group and attend meetings where necessary.
- Attend relevant training provided by external agencies

Safeguarding

- Conduct home visits as part of the school's procedures for safeguarding
- Liaising with the safeguarding team and supporting with follow-up of safeguarding issues when triaged.
- Completing documentation to support actions taken in safeguarding
- Responsible for the safeguarding of pupils who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).
- To undertake training to become a Deputy Designated Safeguarding Lead (DDSL)
- To follow the school's safeguarding procedures as directed.

Other areas

- CCTV monitoring and following up with appropriate action including accessing and sharing footage when pupils are identified as being involved in incidents.
- First Aid – as and when the school nurse is unavailable.
- Fire – to act as sweepers through the school to ensure all children are clear from the building
- Co-ordinate and assist with running of transition days, parents' evenings (arrange parent/teacher appointments), socials and activities week (book pupils onto activities and chase parents and pupils for choices)
- Assist with work experience, chasing parents and pupils for confirmation of placements.
- Work with Trips coordinator when necessary and attend trips as and when required.

The School

- To contribute towards the maintenance of a safe and healthy working environment

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|-------------------------------|---|
| | <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example, thus contributing to the overall ethos and aims of the school • Contribute to the CPD offer of the school by sharing good practice and modelling approaches to supporting pupils. <p>The Pastoral Support Officer:</p> <ul style="list-style-type: none"> • should be flexible in the tasks that are undertaken so that the changing needs of the team are met • will take a lead on one aspect of the above (to be agreed) • work with other Pastoral Support Officers to ensure consistency across each Year Team • |
| Personal development | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | |
| Experience of working in a busy environment. | X | |
| Experience of working in a school or similar establishment. | X | |
| Additional courses / qualifications in pastoral role and/or child protection | | 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 proficiently use office computer software including word-processing, spreadsheet, database and internet systems. | X | |
| Ability to absorb and understand a wide range of information. | X | |
| Ability to maintain accurate records and filing systems. | X | |
| Ability to deal with confidential data/ issues appropriately, complying with the College/Trust Data Protection Policy. | X | |
| Working knowledge of Bromcom package. | | X |
| Working knowledge of relevant child protection codes of practice, and awareness of relevant legislation. | | X |
| Initiative and ability to prioritise one's own work. | X | |
| Able to follow direction and work in collaboration with line manager. | X | |
| Able to work flexibly to meet deadlines and respond to unplanned situations. | X | |
| Able to attend meetings out of school as required – driving licence. | X | |
| Efficient and meticulous in organisation. | X | |
| Desire to enhance and develop skills and knowledge through CPD. | X | |
| Commitment to the highest standards of child protection and safeguarding. | X | |
| Recognition of the importance of personal responsibility for health and safety. | X | |
| Commitment to the school's ethos, aims and its whole community | 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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www.catrust.co.uk