



The CAM Academy Trust
Teaching Assistant - Level 1
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!

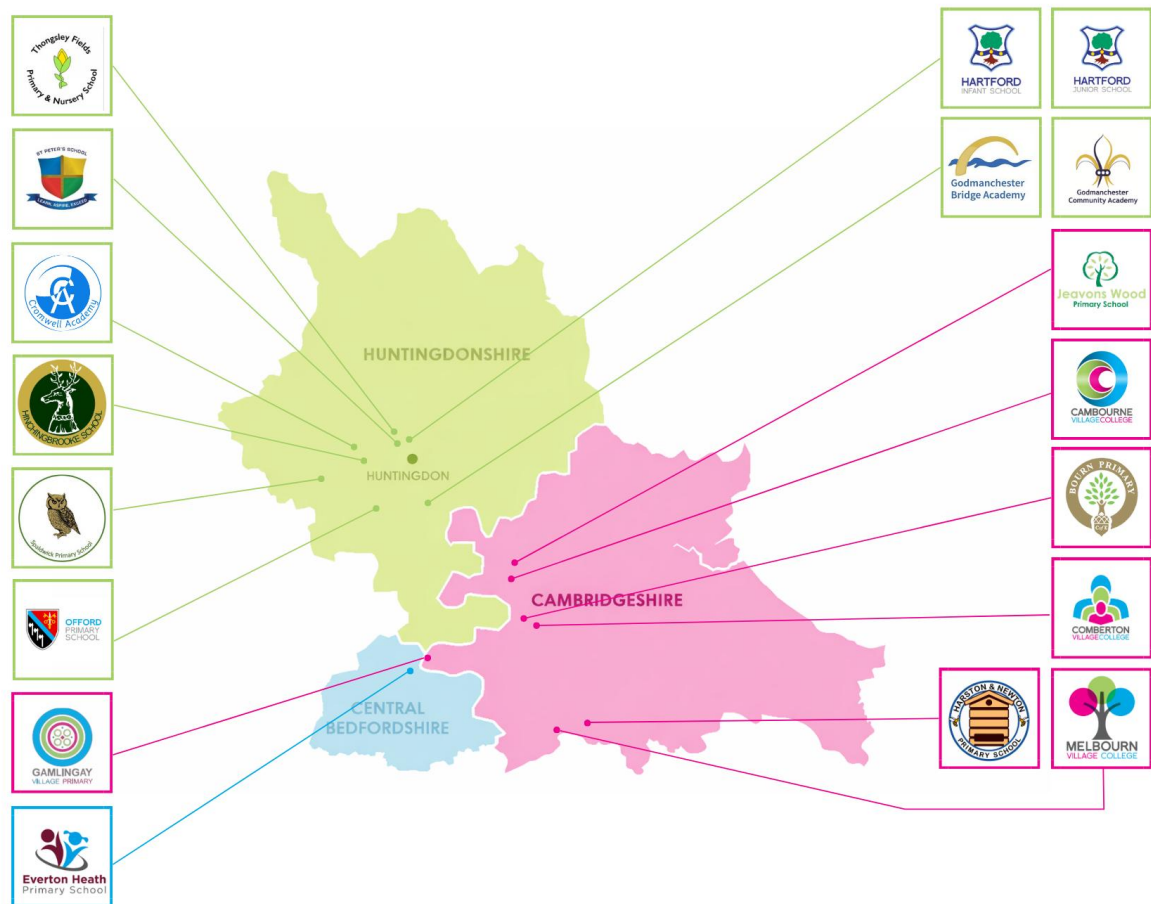
Claire Heald

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 Level 1b TA, Points 3 to 4 (£24,796 to £25,185 per annum FTE).
Actual salary £16,359.49 per annum.

Contract: Permanent. 25 hours per week - Monday to Friday 09.00 to 15.00 (with an unpaid break mid-morning and at lunch totaling 1 hour). Term Time plus 5 training days (39 weeks per year)

Start date: September 2026

Place of work: Cambourne Village College, Cambourne, Cambridgeshire

We are seeking a talented, committed and ambitious Teaching Assistants to join our excellent staff. Our Centre and Inclusion Team supports students with a range of Special Educational Needs and Disabilities and behavioural needs and implements a variety of different support methods and programmes. This will involve supporting teaching staff within a classroom setting, sometimes working with students on a 1:1 basis or in small groups under the direction of subject specialists.

Applicants should have the following attributes:

- Excellent communication skills
- Enthusiasm
- Have an approachable and patient nature
- Be positive, proactive and professional
- Have excellent interpersonal skills and emotional intelligence
- Be able to liaise confidently with staff and students
- A commitment to improving outcomes for students with SEND
- The ability to contribute to the work of the SEN/Inclusion department
- A commitment to contributing to the success of the whole College
- Ability to respond flexibly to changing situations
- Ability to work well in a team
- Have a minimum of 5 GCSE grade 4/C including English and Maths

For further details on our school please visit our website [Cambourne Village College and Sixth Form](#)

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 Sharon Asplen, Assistant SENCo on sasplen@cambournevc.org

Closing date: 09.00 on Monday 13th July 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale Level 1b TA, Points 3 to 4 (£24,796 to £25,185 per annum FTE). Actual salary £16,359.49 per annum.

Line of responsibility:

The Teaching Assistant is directly responsible to the SENCO or Assistant SENCo

Strategic purpose:

To enhance the learning and social success of pupils with Special Educational Needs and/or challenging behavioural needs.

The post holder will play a key role in delivering support to pupils with a range of special educational needs and disabilities and sometimes challenging behavioural needs. This will include in class support and working 1:1 and in small groups with students under the direction of subject specialists.

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.



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

Main responsibilities	<p>Principal Accountabilities:</p> <ul style="list-style-type: none">-Contribute to EHCP documentation for identified pupils-Under the direction of the class teacher, support identified students on a 1:1 or small group basis.-Provide specialist learning support to children with severe special needs.-Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand tasks and can achieve-Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities-Act as key worker to a designated pupil and liaise with parents as requested by the SENCo. <p>Support for the curriculum:</p> <ul style="list-style-type: none">-Support the school curriculum, under the guidance of class teachers-Provide targeted support to enhance learning and improve attainment <p>Support for the teacher</p> <ul style="list-style-type: none">-Contribute to reports on pupil progress if require-Provide feedback on learning activities-Organise the learning environment and develop appropriate classroom resources as required-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 <p>Support for the school</p> <ul style="list-style-type: none">-Develop and maintain effective working relationships with other staff and parents or carers-Contribute to the maintenance of a safe and healthy environment-Attend and actively participate in staff meetings <p>General</p> <ul style="list-style-type: none">-Attend school events as required.-Assist in escorting students on educational visits and participating in extra-curricular activities as required.-Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.-Attend relevant meetings and training sessions as required
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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
Qualification and Experience		
5 GCSE'S including English and Maths to Grade 4/C or equivalent	X	
Experience working with children or young people	X	
A Levels qualifications or equivalent in relevant subjects		X
Experience in supervising and/or directing pupil/student activity.		X
Able to support GCSE level subjects		X
Further education qualifications. A qualification related to supervising and/or directing pupil/student activity		X
Good writing skills and the ability to pass these on to students		X
Working in a school or similar public/educational establishment		X
Working with students with SEND in a school environment		X
Liaising with other professional colleagues		X
Knowledge and Interpersonal Skills		
Support individual children or small groups of children with Special Educational Needs in the academic and social activities of the school.	X	
Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve tasks.	X	
Under the direction of the class teacher, carry out predetermined tasks to support pupil learning.	X	
Provide learning support as required for children with special needs, or where English is not their first language.	X	
Awareness of the Education, Health and Care Plans		X
Help with the care and support for pupils, including attending to their emotional and/or physical care needs	X	
Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities	X	
Commitment to the highest standards of child protection.	X	
Desire to enhance and develop skills and knowledge through CPD	X	
Able to work flexibly in responding to supporting others on the team in the event of absence	X	
Able to work positively within a team	X	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	X	
Work autonomously in completing core job functions.	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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