



The CAM Academy Trust

Teaching Assistant

Candidate information pack



HARTFORD
PRIMARY
SCHOOL

HARTFORD
PRIMARY
SCHOOL

HARTFORD
PRIMARY
SCHOOL

CAMBOURNE
VILLAGE
COLLEGE

COMBERTON
VILLAGE
COLLEGE

MELBOURNE
PRIMARY
SCHOOL

MELBOURNE
PRIMARY
SCHOOL

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!

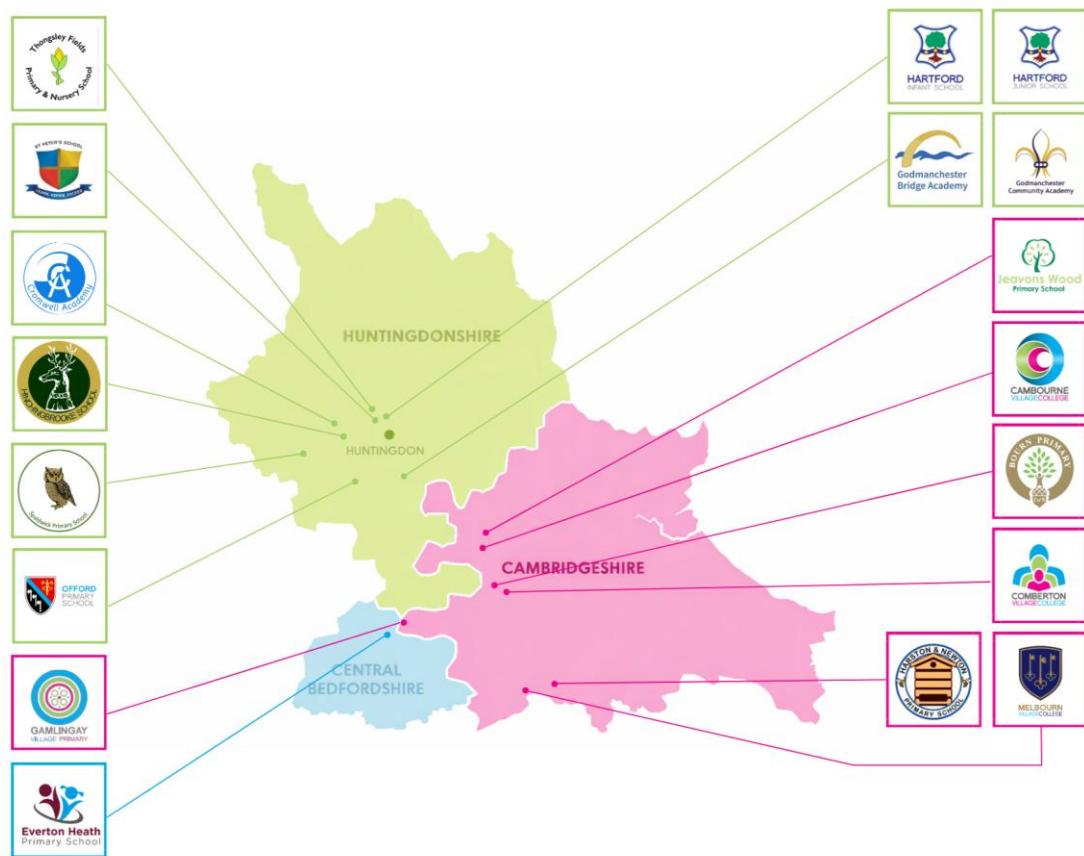
Claire Heald

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 Level 2, points 5-6 (£25,583 to £25,989 per annum FTE). Actual salary £21,314.12 per annum on point 5.

Contract: Permanent, 32 hours per week - Monday to Friday – Term time plus 2 training days in September and October (38.4 weeks per year).

Start date: As soon as possible

Place of work: Offord Primary School, Offord Darcy, St Neots

Offord Primary School is seeking to appoint a Teaching Assistant to join our dedicated team of hardworking staff.

The successful candidates will need to:

- Have experience of working with primary aged children
- Be caring, enthusiastic, dedicated and well organised
- Understand the needs of children who have a Special Educational Need
- Have a flexible approach and a positive attitude
- Be able to work well both in a team and with own initiative
- Have a commitment to ensuring and supporting all opportunities for our children
- Have a good sense of humour
- GCSE Maths and English at grade C or above (or equivalent Maths and English qualifications)

We are committed to high quality professional training and supporting career development.

Offord Primary school is a small village school in the heart of the community. It currently educates over 80 pupils across 4 classes. It is a feeder and catchment school for Hinchingbrooke. It became part of The Cam Academy Trust in 2019 and is one of the academies within The West Village Partnership, a group of schools working more closely together to further enhance opportunity.

For further details on the school please visit our website [Home - Offord Primary School](#)

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 Sally Day, Head of School on office@offordprimaryschool.org.

Closing date: 09.00 on Monday 23rd February 2026

Interviews to be held: Friday 27th February 2026

Thank you for your interest in The CAM Academy Trust.



JOB DESCRIPTION

Salary:

NJC Scale Level 2, points 5-6 (£25,583 to £25,989 per annum FTE). Actual salary £21,314.12 per annum on point 5.

Line of responsibility:

This role will report to the Head Teacher

Strategic purpose:

The job holder will support the Classroom Teacher(s) to facilitate the active participation of a named child and other children in the academic and social activities of the school. In addition, they will contribute to raising the standards of achievements for all pupils whilst promoting and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with.

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.



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

Support for the Children	<ul style="list-style-type: none"> • In conjunction with the Class Teacher, adapt lessons to meet the needs of the pupils • Take responsibility for delivering learning activities with small groups • Establish and maintain supportive relationships with pupils, parents and carers and other staff • Provide specialist learning support • Promote inclusion for all pupils • Provide support for personal care • Support the management of pupil behaviour
Support for the Teacher	<ul style="list-style-type: none"> • Assist in maintaining class records • Contribute to reports on pupil progress and development as directed • Monitor and track progress and promote feedback for Learning Planning and Pupil Passports • Contribute to planning and evaluation • Organise the learning environment and develop classroom resources • Undertake support activities e.g. photocopying, display etc
Support for the Curriculum	<ul style="list-style-type: none"> • Support the delivery of the school curriculum • Provide additional support for children as required
Support for the School	<ul style="list-style-type: none"> • Develop effective working relationships • Maintain a safe and healthy environment • Participate fully in procedures for Appraisals and Review • Attend and actively participate in Teaching Assistant meetings • Support and contribute to the development of other Teaching Assistants • Assist in facilitating school events • Attend at least 1 training day per year • Be prepared to work across all Key Stages
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		
Good basic education to GCSE level (C and above) in English and Maths, or the equivalent	X	
Certificate or Diploma in Childcare and Education		X
First aid training		X
Working with or caring for children and young people	X	
ICT skills	X	
Working with students with SEND in a school environment		X
Experience in delivering specific support programmes		X
Knowledge and Interpersonal Skills		
Basic understanding of child development and learning	X	
Show a caring, positive attitude towards pupils welfare	X	
Manage and support positive behaviour of pupils	X	
Maintain trust and confidentiality where appropriate	X	
Show sufficient practical and organisational skills to contribute to the preparation and management of educational resources	X	
Has an awareness of pupils with special educational needs and specific programmes to enable them to access learning		X
Contribute to, complete and maintain pupil records and/or case studies		X
Commitment to the highest standards of child protection	X	
Ability to work positively within a team	X	
Desire to enhance and develop skills and knowledge through CPD	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
Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR
info@catrust.co.uk
www.catrust.co.uk