



The Cam Academy Trust

Principal

Offord Primary School

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 a new phase of development and really look to the future.

I feel highly privileged to take on the role of Chief Executive at this time. I know that we will be able to build on the current success of The Cam Academy Trust so we can be a truly exceptional community of schools.



We are a values-driven community of schools – 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 a great 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 ensure that the six principles of The Cam Academy Trust remain at the heart of the Trust and deliver 'excellence for all', enabling all pupils and staff to thrive. If this excites you; we want to hear from you!

Claire Heald

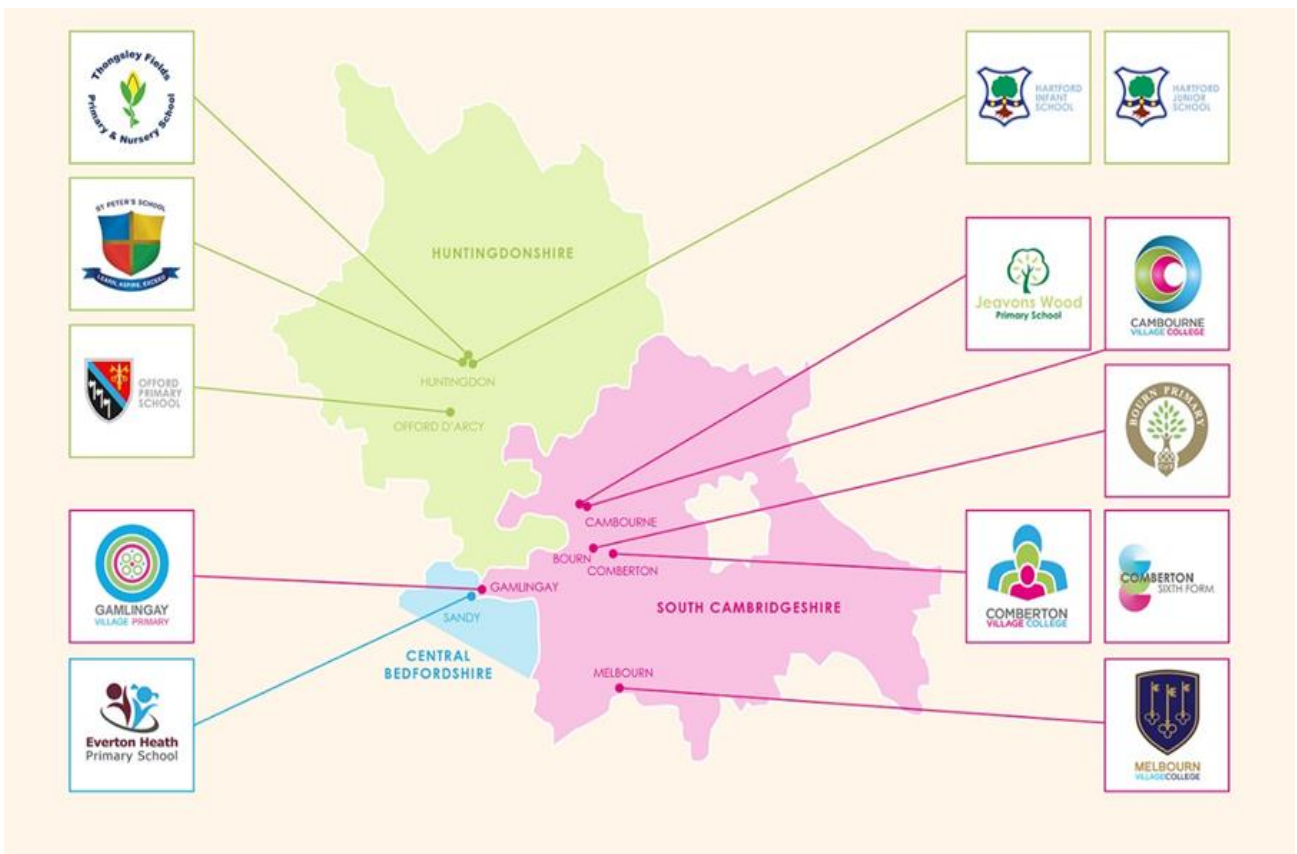
ABOUT US

The Cam Academy Trust was formed in 2011. The Trust is currently made up of seven primary phase schools and four secondary schools, three of which have sixth forms.

Our primary schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. 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), Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

We are entering a period of potential growth for our family of schools.



ABOUT US

Continued

CTSN SCITT

The Cam Academy Trust strongly supports the training of new teachers to become qualified members of the teaching profession. It does this through its extensive and significant role as the accredited organisation of [Cambridge Training Schools Network \[CTSN\] SCITT](#).

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. There are over a 100 trainees training with the SCITT this academic year across its primary, secondary, part-time, full-time, salaried and non-salaried routes. It is notable that 47% of the secondary trainees teachers are in shortage subjects. Such is the strength CTSN's reputation, over the last three years more than three-quarters of its trainees were subsequently employed in local schools.

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, including 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 students.

The Cambridge Maths Hub offers free, high-quality Professional Development to Maths teachers across the Hub area.

The Cabins

The [Cabins](#) work in close partnership with schools to provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide significant support from highly skilled and caring staff whose dedicated support helps pupils to cope with the challenges that they face

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and that they consistently experience innovative and inspiring teaching.



THE VACANCY – PRINCIPAL or HEAD OF SCHOOL

Contract: Permanent/Full time
Starting Salary: L6 – L12
Required: Easter 2025 (or sooner if possible)
Place of work: Offord Primary School

Are you ready to lead Offord Primary to be an exceptional school for its community?

We are seeking a committed, passionate and ambitious leader who will lead our school to excellence. The new school leader will hold a clear vision, be able to drive up standards and be able to lead with confidence and credibility.

We are committed to developing high potential leaders and are excited to offer this role with some elements of flexibility. As we have strong development leadership capacity within our Trust **we are open to appointing either a Principal or a Head of School.** A Head of School role would be a 1-2 year position, leading to a permanent Principal role. The Head of School would be supported by an Executive Principal whilst they developed their knowledge, confidence and expertise to be ready for full headship.

Offord Primary School is based in Offord D’Arcy and serves both Offord D’Arcy and Offord Cluny. The school has extensive grounds and is at the heart of Offord’s community. The school is proud of its ambitious curriculum, which provides children with the skills and knowledge they need to thrive in their education and later life. Strengths in leadership and personal development were recognised in its latest Ofsted inspection, evident in outstanding grades in these areas. The school has excellent IT provision and a well developed forest school.

The successful candidate will have experience of leadership in a primary setting and will be able to build upon the success of the school to date.

As part of The Cam Academy Trust, you will be supported and challenged by a Trust team that drives for excellence and believes in investing in and empowering their leaders.

This role is perfect for you if:

- You have a strong track record of leading successful school improvement and are a champion of high standards.
- You are passionate about education and driven to achieve exceptional outcomes, particularly for vulnerable learners.
- You can inspire and motivate others.
- You have a good understanding of how to support and welcome all learners within the school community.
- You are a strategic thinker with strong leadership and management skills.
- You are a collaborative leader, and keen to leverage the potential of being part of a strong Trust.
- You are able to work positively with the school community.
- You are committed to the safeguarding and well-being of children.

You will be a trust leader as well as a school leader. As well as leading a great school, the successful candidate will play an important role in our trust. Our heads shape the future development of the trust and contribute to our strategy. We are collaborative and seek to work in meaningful partnership with others. This creates opportunities for our leaders.

Pre-application discussions are welcomed and encouraged. If you would like to find out more about this position, or to arrange a visit, please contact [Tania Tull](#), Trust HR Manager.

We look forward to hearing from you.

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.

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement to **Claire Heald, Chief Executive** on [MyNewTerm](#) by **9am on Tuesday 7 January**.

Your supporting statement should demonstrate both how your career to date has prepared you for this post, and also how you would approach the role.

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 and person specification.

We reserve the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

If you have any questions or queries about this role please contact [Tania Tull](#), Trust HR Manager.

Thank you for your interest in The Cam Academy Trust.



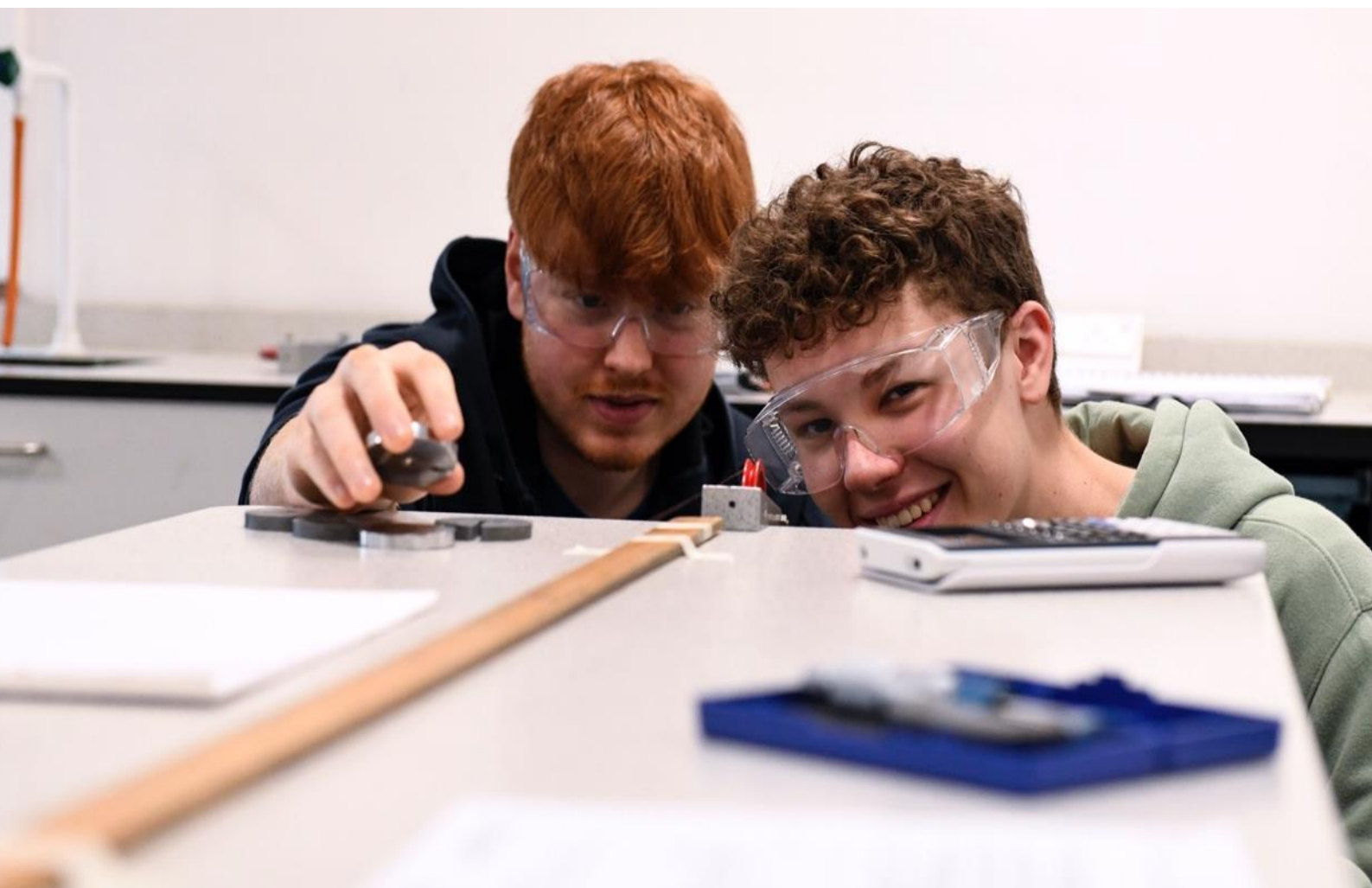
JOB DESCRIPTION – PRINCIPAL or HEAD OF SCHOOL

Job Details

Salary:	L6 – L12
Work Location:	Offord Primary School
Contract:	Permanent / Full time

Purpose of the Role

The Principal is responsible for providing an excellent education for all pupils in the school. They will work with all staff to oversee this, ensuring a positive and inclusive culture with high expectations. They will make sure provision includes high-quality teaching, a rich ambitious curriculum and the highest standards of behaviour and pupil wellbeing. They will ensure that the school adds considerable value to the broader local community.



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 excellence principle

Educational provision must be excellent. Reasonable or even 'Good' is not good enough. We seek the very best education for all pupils in our schools. This implies that academic progress will be very high for all of our pupils however it is measured. Very specifically, we aspire towards pupil progress measures that would suggest our schools have pupil progress measures in the top 5% nationally.

The comprehensive principle

We hold to the comprehensive ideal for our schools. This implies that our schools accommodate pupils of all types, including all types of academic starting points and abilities. We are clear that all pupils of all abilities can thrive and make excellent progress in the same school. It is for us to ensure that this is a reality. As well as all individual pupils of all types excelling in our schools, we believe that pupils benefit from sharing their education with pupils of all types from all backgrounds. This is seen as part of the educative process.

The broad education principle

Education in our schools should be broadly based and incorporate a broad educational experience for all pupils. This includes strong provision of the Arts, Sport and Physical Education and Technological Education as well as academic subjects. It sees personal development, well-being, leadership, creativity and citizenship for every pupil as core to educational provision. Wider education, often achieved through enrichment and extra curricular activities, is also vital. It is often through this that key skills and attributes are developed in young people that we see as fundamental to their development as young citizens. It means that programmes such as the Duke of Edinburgh scheme are common in our schools.

The community principle

We are clear that our schools should be at the heart of their communities. This outlook might reasonably be characterised as the 'Henry Morris' vision for schools. We want our schools to be more than 'just schools'. Our schools provide significant value added to their local communities and they provide facilities and services that are available to all in their communities throughout the day, week and year. It is common for there to be thriving adult education programmes run from our schools as well as many other community activities and groups. Safeguarding the young people in our schools is our foremost priority. This can readily identify where pupils need help and provide it quickly. We will also prioritise support for the wellbeing of members of our community, including our staff

The partnership principle

We expect our schools to work in partnership with others for mutual benefit. It is not acceptable for our schools to be islands and seek to plough their own furrows. It is right to work with and support others and we know that schools do better by seeking to behave in this way. Most obviously this applies to other schools in the Trust. At the heart of our Trust is the educational value added that can benefit our schools through the sharing of ideas and resources. However, the partnership principle goes beyond the Trust and implies that our schools will work with other schools (rather than separately from or in competition to them) as there is benefit to all in doing this. Further, we seek to partner other organisations where there can be mutual benefit in so doing.

The international principle

All our schools should have a clear international emphasis in their educational provision both within and beyond the formal curriculum. A strong international aspect to all young people's education is seen as crucial both in its own right as a proper part of any meaningful education and because it is crucial for the positive functioning of all societies. This clearly means a firm commitment to the quality teaching and learning of foreign languages in all our schools. However, it means more than that in terms of international themes running through the curriculum in our schools and rich extra-curricular international opportunities including trips and exchanges. These fundamental principles guide the aims and values of all of the Academies in our Trust.

Responsibilities of the role

Responsibility	Objectives
<p>Key responsibilities</p>	<ul style="list-style-type: none"> • Ensuring the highest standards of pupil outcomes, including for our most vulnerable pupils (disadvantaged and with special educational needs) • Leadership of the school and its staff in order to achieve very high standards of teaching , including an ambitious, rigorous curriculum to enable this, for all pupils at the school • Implementation and coordination of the vision, ethos and strategy for the school, in line with the Trust’s and School’s core values • Ensuring the highest standards of safeguarding • Leadership of effective external relationships, including the local community and other stakeholders • Evaluate school standards and plan strategically, setting out effective school improvement plans that are resourced and actioned effectively.
<p>Outcomes and activities</p>	<p>Personal leadership</p> <ul style="list-style-type: none"> • Lead and oversee the senior leadership team in the school to ensure excellent leadership and management throughout the school • Oversee recruitment, training, and appropriate development of all staff • Instil an ethos of ambitious, high expectations for achievement and behaviour for all pupils • Lead the development of the curriculum and culture • Maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Local Advisory Board. • Be up-to-date and engaged with national developments in education • Develop strong and effective partnerships with other schools and the Local Authority, in order for the school to benefit from and contribute to school improvement and quality in the local area. • Ensure high standards of behaviour across the school <p>Coordination of the overall strategy</p> <ul style="list-style-type: none"> • Oversee staffing allocation and strategic staff development • Ensure effective operational systems are in place that support the school’s efficient functioning • Work with the Finance and Operations team (both Trust and school), overseeing the finance, facilities, catering, and resources across the school, including their appropriate development.

	<ul style="list-style-type: none"> • Lead the Senior Leadership Team regarding the school improvement plan and implementation of actions <p>Promote and develop the work of The Cam Academy Trust</p> <ul style="list-style-type: none"> • Collaborate with others in the network to develop good practice and share innovation • Help shape and lead education initiatives • Ensure school policies and practice align with the core principles and policies of the Trust
Managing Resources	<ul style="list-style-type: none"> • Promote the use of appropriate existing and new technologies to achieve excellence. • Deploy and manage the schools' resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context. • Ensure school buildings and facilities meet the needs of the students and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
Accountability and Governance	<ul style="list-style-type: none"> • Work with the Local Advisory Board to analyse and plan for the future needs and further development of the school within the local, national and international context. • Present reports and data (to both LAB and Trust Board as required) in order to support effective governance, operating with openness and transparency

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 – PRINCIPAL or HEAD OF SCHOOL

	Essential	Desirable
Qualifications		
Qualified to degree level	Y	
Qualified to teach and work in the UK	Y	
Experience		
Successful experience in primary school leadership. Headship or deputy head experience is desirable but not essential	Y	
Track record of raising standards in a primary school	Y	
Expertise		
Ability to lead excellent teaching	Y	
Ability to lead effective and systematic behaviour management systems	Y	
Expertise in excellence in personal development	Y	
Expertise in effective and evidence-based curriculum development	Y	
Vision and Strategy		
Have a vision aligned with the Trust's core principles and the school's high aspirations, high expectations and inclusivity	Y	
Have a clear understanding of strategies to establish a consistently positive, inclusive culture with high standards of behaviour	Y	
Leadership		
Strong understanding of excellent provision in all facets of education and how to implement these across a school	Y	
Ability to set high standards and lead and motivate colleagues and pupils in meeting these standards	Y	
Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction	Y	
Strong organisational skills and the ability to delegate	Y	

Genuine belief in the positive potential of every pupil	Y	
Ability to use data to inform and diagnose weaknesses that need addressing	Y	
Commitment to the safeguarding and welfare of all pupils	Y	
Leading External Relationships		
Ability to lead and manage good working relationships with parents, governors and other stakeholders, including the wider community	Y	
Personal Characteristics		
Approachable, grounded and can make objective, sensible judgments	Y	
Fully accepts accountability and takes personal responsibility for own actions	Y	
Able to build trust and mutual respect between pupils, families, and staff	Y	
Strong interpersonal, written, and verbal communication skills.	Y	
General Responsibilities for all Staff		
Personal integrity and commitment to the principles of public life	Y	
Commitment to maintain confidentiality at all times	Y	
Ability to manage and make decisions independently	Y	
Ability to lead others, coach, motivate and inspire others	Y	
To remain calm and resilient under pressure	Y	
Commitment to the six core principle of Cam Academy Trust, including a commitment to inclusion	Y	
A commitment to the highest professional standards	Y	
A flexible 'can do' outlook and a commitment to continued personal and professional learning and modelling this to others	Y	

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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).
- Possibility of hybrid working.

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.
- Subsidised membership to the [Chartered College of Teaching](#).
- Subsidised gym membership at Comberton Sports and Arts.

Work-life balance

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

