



**The Cam Academy Trust**  
**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 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!

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**Claire Heald**

# ABOUT US

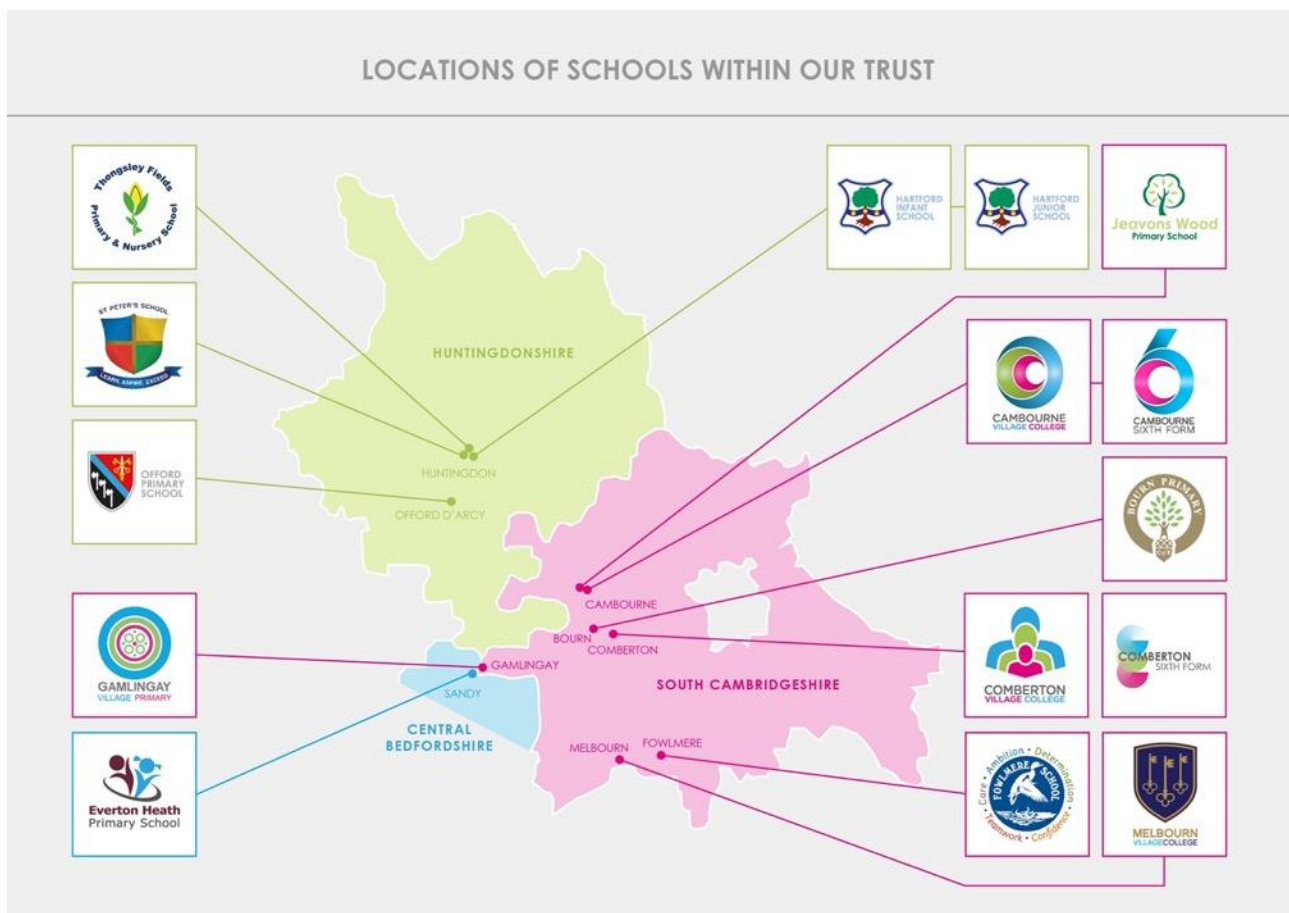
The Cam Academy Trust was formed in 2011.

The Trust is currently made up of seven primary phase schools and four secondary schools, three of which have Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2024.

Our Primary phase 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 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 trainee teachers are in shortage subjects. Such is the strength of CTSN's reputation; over the last three years more than three-quarters of its trainees were 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, 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

Our [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

## Teaching Assistant at Offord Primary School

Offord Primary School is seeking to appoint a Teaching Assistant to join our dedicated team of hardworking staff. This vacancy would be suitable for a school leaver looking for a temporary role before embarking on a career in teaching.

Salary: Level 1B Pt 3 – 4 £22,737 – £23,114 FTE (£11,145 – £11,329 pro rata)

Contract: Fixed term September 2024 - July 2025

Hours: 19 hours per week across 3 days

Term time only (38 weeks)

Start date: September 2024

Application closing date: 12 noon, Friday 12<sup>th</sup> July

The successful candidate will need to:

- Have a desire to work with primary aged children.
- Have an enthusiasm to support our pupils with SEND achieve their full potential through helping deliver a differentiated curriculum.
- 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.
- GCSE Maths and English at grade C or above (or equivalent Maths and English qualifications).

We would also be interested if you have any sports qualifications as there may be the possibility of leading sports activities throughout the school day or as extra- curricular activities (which would be additional to this role).

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

For further information about this vacancy please contact the school office on 01480 810308 or email [office@offordprimaryschool.org](mailto:office@offordprimaryschool.org). Visits to the school are very welcome – please contact the school office.

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.



## HOW TO APPLY

To apply for this position, please submit your completed application form and covering letter to Mrs Kate Ruddock, Headteacher via [My New Term](#) by 12noon on Friday 12<sup>th</sup> July 2024.

Your covering letter 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.

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 Mrs Kate Ruddock.

Thank you for your interest in The Cam Academy Trust.



# JOB DESCRIPTION

## Teaching Assistant

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.

These expectations may fall in the following 4 areas:

### 1. Support for Children

- 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

### 2. Support for the Teacher

- 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

### 3. Support for the Curriculum

- Support the delivery of the school curriculum
- Provide additional support for children as required

### 4. Support for the School

- 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



## 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. Our schools work towards achieving the British Council International Award. These fundamental principles guide the aims and values of all of the Academies in our Trust.



# PERSON SPECIFICATION

| <b>Qualifications</b>  |  |                             |
|--|--|-----------------------------|
| <b>Essential</b>   | <b>Desirable</b>   | <b>How identified</b>       |
| Good basic education to GCSE level (C and above) in English and Maths, or the equivalent | Certificate or Diploma in Childcare and Education  | Application form            |
|  | First aid training   | Application form            |
|  | Sports qualifications  | Application form            |
| <b>Experience</b>  |  |                             |
| <b>Essential</b>   | <b>Desirable</b>   | <b>How identified</b>       |
| Working with or caring for children and young people                                     | Working with students with SEND in a school environment  | Application form            |
| ICT skills   | Experience in delivering specific support programmes to enable them to access learning         | Application form            |
| <b>Knowledge/ skills (ability to)</b>  |  |                             |
| <b>Essential</b>   | <b>Desirable</b>   | <b>How identified</b>       |
| Basic understanding of child development and learning                                    | Understanding of relevant policies and codes of practice and awareness of relevant legislation | Application form; Interview |
| Show a caring, positive attitude towards pupils welfare                                  |  | Interview                   |
| Manage and support positive behaviour of pupils  |  | Application form; Interview |
| Maintain trust and confidentiality where appropriate                                     | Contribute to, complete and maintain pupil records and/or case studies                         | Interview; References       |

|  |                  |   |
|--|------------------|---|
| Show sufficient practical and organisational skills to contribute to the preparation and management of educational resources |                  | Interview;<br>References                      |
| <b>Personal attributes</b>   |                  |   |
| <b>Essential</b>   | <b>Desirable</b> | <b>How identified</b>                         |
| Commitment to the highest standards of child protection  |                  | Application form;<br>Interview;<br>references |
| Ability to work positively within a team   |                  | Interview;<br>References                      |
| Desire to enhance and develop skills and knowledge through CPD   |                  | Application form;<br>Interview;<br>References |
| Work autonomously in completing core job functions.  |                  | References                                    |

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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.



