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MELBOURN
VILLAGE COLLEGE

The Moor
Melbourn
Royston
SG8 6EF

Job Application Pack

Inclusion Administrator

School: Melbourn Village College

Scale: 2 Point 4-5

Starting salary: £23,114 – £23,500 FTE

Contract: Permanent, 37 hours per week term time plus 5 training days

Start date: ASAP

Application closing date: 15th December 2023

(We reserve the right to appoint before the closing date)

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Welcome from the CEO

We are delighted you are interested in joining one of the Academies in our Trust.

The Cam Academy Trust is a community of schools in and near South Cambridgeshire and Huntingdon which offers 'Excellence for All' students from aged 3 to 18 in 11 schools incorporating pre-school, primary phase, secondary and sixth forms.

School years are a critical period of all our lives as we develop the skills, knowledge and behaviours needed to become successful members of our communities. We want all young people proceeding through all our schools to become capable, caring and confident.

All within The Cam Academy Trust are committed to giving all our pupils the very best grounding that we can through exceptional teaching and learning and outstanding pastoral support.

Each of our academies has its own Principal or Headteacher who works with their own team of high-quality staff and these staff also work with each other to share best practice to ensure our pupils are well educated and well cared for.

Our over-arching purpose is simple: we want to secure educational excellence for all with our Academies working at the heart of and serving their local communities.

A handwritten signature in black ink that reads "S. Munday". The script is cursive and fluid.

/Stephen Munday CBE

About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

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 Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

The Excellence Principle – Education must be of the very highest standard

The Comprehensive Principle – Education must be for all kinds and abilities

The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development

The Community Principle – Every Academy must be at the heart of its local community and serve it well

The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit

The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

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

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' 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
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

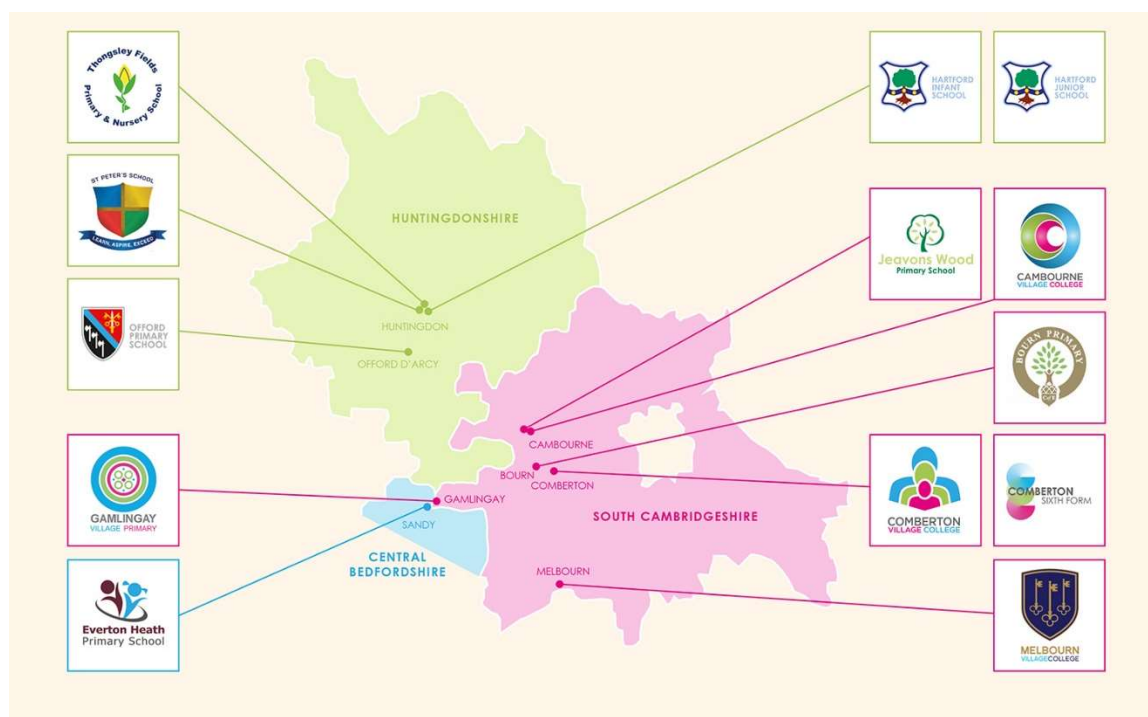
Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

Our Schools



Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

Cambourne Village College

Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.

It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.



Melbourn Village College



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VILLAGE COLLEGE

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and a new food room that opened in January 2023.

St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1200 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work scheduled for Summer 2022.



Everton Heath Primary School



Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Everton Heath Primary School is part of the newly formed West Village Partnership.

Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.

Gamlingay Village Primary School is part of the newly formed West Village Partnership.



Hartford Infant and Preschool

Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.



The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.

Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.

They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.

Offord Primary School is part of the newly formed West Village Partnership.



Thongsley Fields Primary & Nursery School, Huntingdon



Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



Safeguarding Children and Young People

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 other relevant pre-employment checks.

The Vacancy - Inclusion Administrator at Melbourn Village College

Melbourn Village College, as part of the Cam Academy Trust, is seeking to appoint an administrator to support Inclusion. Administration support to ensure the smooth running of Inclusion within the school. We require an adaptable, enthusiastic and innovative person with good communication skills who will liaise with parents and outside agencies, both face to face and over the telephone.

Student progress is proven to be consistently high and the college is committed to equipping students with the skills they need to be successful in their future lives. As a successful and ambitious school with just over 600 students there is a strong community feel. Here, everybody is somebody.

To apply for this position please submit an application form and covering letter detailing how you meet the requirements of the Person Specification to Dee Lyne dlyne@melbournvc.org by 15th December 2023.

*internal applicants need only submit a letter of application. We are not accepting agency applications.

We reserve the right to interview suitable applicants ahead of the closing date.

For further information about this vacancy and an application form, please visit The Cam Academy Trust [website](http://www.melbournvc.org).

Please note that we do not accept applications by CV

Thank you for your interest in this vacancy.

Information about Melbourn Village College

Melbourn is a large village situated on the border of Cambridgeshire and Hertfordshire, four miles from Royston and twelve miles from Cambridge.

The College first opened in September 1959, the sixth of Henry Morris's village colleges, from which the worldwide community school movement developed. We are an 11 – 16 community comprehensive school, serving a large area of South Cambridgeshire. Most of the students are drawn from the traditional catchment area, which covers eleven local villages and eight primary schools. Our southern boundary extends to the Hertfordshire border and our northern almost to the city of Cambridge.

Previously a Performing Arts Specialist school, the college became an Academy in October 2011 and joined the Cam Academy Trust in September 2013.

We are currently in a period of development work – a new Astro-turf was opened in December 2021 and there are plans for a new Food & Nutrition classroom and for a new Library. We are also in the process of rolling out iPads to every pupil in the school by September 2023.

Job Description

This college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment

POST TITLE:	Inclusion Administrator
HOURS WORKED:	37 hours per week term time plus 5 training days
SALARY:	£23,114 - £23500 FTE
RESPONSIBLE TO:	SENDCO
PURPOSE OF JOB:	<ul style="list-style-type: none"> Foster, and encourage and expect others to foster, the school's ethos (Everybody is somebody) in all our stakeholders at all times. To ensure the effective and efficient running of the SEND office and support the SENDCo as required. Responsible for maintaining and up-dating SEND records and provision mapping within the department

Safeguarding

- 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

Main Responsibilities

Supporting the SEND team:

- Preparing EHCP review paperwork, including gathering information and liaising with teaching staff
- Liaise with relevant staff to update EHCP paperwork with new or amended outcomes updated on Edukey'.
- Arranging annual meetings reviews
- Support the SENCo with the SEN identification, assessment, monitoring, and review process ensuring all records are updated regularly
- Administer initial screening assessments to assist with SEND identification
- Assist the SENCo in timetabling the TA support in lessons.

Provision Mapping/Updating & Maintaining SEND records:

- Maintain and up-date records of all interventions for SEND students on Bromcom & Edukey
- Liaise with staff and parents to maintain an accurate record of pupils' needs and interventions
- Allocate the correct SEND Status to each pupil – update Bromcom accordingly
- Update parents/carers of any changes to a student's SEND status.
- Maintain the SEND Register
- Provide SEND information for the Census
- Collate progression data for SEND students for analysis

Administrative support for the Statement Annual Review process:

- Schedule dates for Statement Annual Reviews, invite attendees

- Prepare information for meeting from teachers and TAs
- Ensure all strategies and targets agreed at meeting are shared with staff
- Distribute paperwork to START and attendees

Pupil Profile Paperwork:

- Prepare Pupil Profiles (on Edukey) forms for statement pupils and distribute to TAs for their feedback
- Send completed Pupil Profiles home to parents/carers with covering letter
- Up-date SEND pupil profiles as required

Access Arrangements support:

- Request and collate evidence from teachers regarding difficulties pupils find in their lessons.
- Arrange testing for examination access arrangements.
- Assist with the organisation of SEND examinations, liaising with staff and the Examinations Officer
- Admin that arises from access arrangements- complete Form 8 & 9, upload information to JCQ website.

Alternative Provision register:

- Monitor the AP register, reminding relevant staff when IAEPs are coming close to an end date
- Arranging IAEP review meetings
- Ensure all safeguarding checks are in place to support Alternative provision pupils, to include, DBS checks, collating risk assessments, insurance documents and safeguarding visits.
- Change timetables on the school MIS system in a timely fashion to ensure the safeguarding of students
- Liaise with staff to ensure that daily communication is happening for those students on an IAEP (including making welfare calls as appropriate)

Reading Ages and Interventions:

- Undertake annual reading age assessments.
- Track the reading ages of students recording data / creating reports as required
- Communicating with staff, students and parents as required
- Arranging intervention sessions liaising with staff and students

Other duties:

- Provide tours of the school for prospective parents of children with additional needs
- Be the first point of contact for SEND support staff queries
- Ordering resources for the SEND department
- Provide admin' support as required, including answering phone queries, filing and sorting mail

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification - Inclusion

Essential	Desirable
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and Mathematics or equivalent experience • Experience of working in a busy office environment • First aid qualification 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues • Ability to work constructively as part of a team, understanding school roles and responsibilities • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and visitors/callers • Good standard of numeracy and literacy skills • Ability to use basic ICT software packages, equipment and other resources effectively 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Able to follow direction from line manager • Initiative and ability to work when under pressure • Ability to work flexibly and respond to unplanned situations • Able to appropriately deal with confidential information • Desire to enhance and develop skills and knowledge through CPD 	

Essential	Desirable
<ul style="list-style-type: none">• Commitment to the highest standards of child protection and safeguarding• Commitment to the college's ethos, aims and its whole community• Positive and friendly personality• A good standard of personal presentation• Ability to promote a positive image of the college to the visitors• Excellent time-keeping skills	