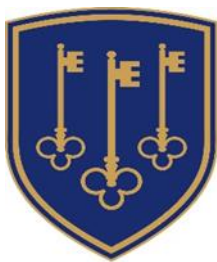




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**MELBOURN**  
VILLAGE COLLEGE

The Moor  
Melbourn  
Royston  
SG8 6EF

## Job Application Pack

# L1 Teaching Assistant

School: Melbourn Village College

Starting salary: Full time salary: £21,189 +

Actual pro rata salary: £16,399 +

Hours: 30 hrs per week / 38 wks per year

Contract: Fixed Term (Permanent may be considered)

Start date: February 2023

Application closing date: 3<sup>rd</sup> February 2023

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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 signature is written in a cursive, slightly stylized font.

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

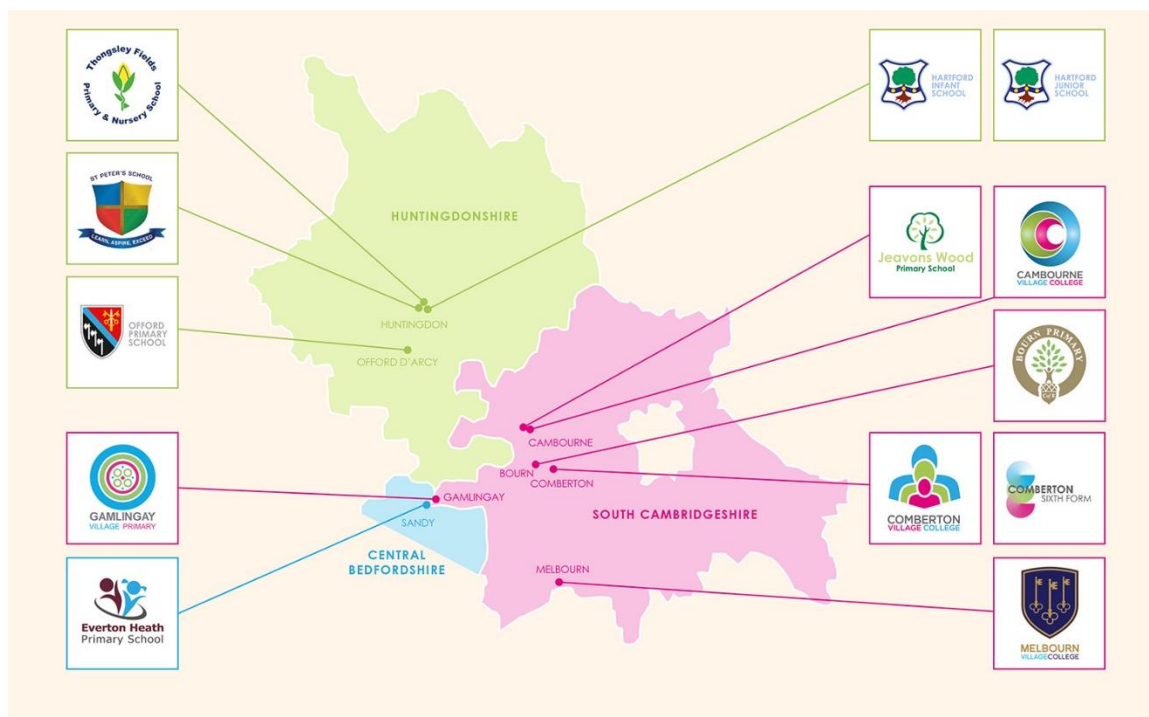
- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

### 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



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**  
VILLAGE COLLEGE

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in summer 2022.

## 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



**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.

## 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.

The head also leads the new West Village Partnership.





**HARTFORD**  
INFANT AND PRESCHOOL

### 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'.



**HARTFORD**  
JUNIOR SCHOOL

### 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

## 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

### Teaching Assistant at Melbourn Village College

We are looking for skilled and enthusiastic individuals to join our hardworking team of professionals in The Student Support Centre who dedicate themselves to enabling our students with learning difficulties to cope in a mainstream setting and feel safe to prosper academically and socially both now and in the future.

The successful candidate will:

- 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
- Have a minimum of 5 GCSE grade including English and Maths
- Be energetic and have an interest in working with SEN children / young pupils
- A willingness to participate in PE activities will be an advantage

The position could provide valuable experience for those wishing to enter the teaching profession. It would also be ideal for a school leaver before University or for a parent who is wishing to return to work.

To apply for this position please submit an application form and covering letter detailing how you meet the requirements of the Person Specification to [Ms S Javaid](#) by midday on Friday 3<sup>rd</sup> February

We reserve the right to appoint prior to the closing date if we find a suitable candidate.

For further information about this vacancy and an application form, please visit The Cam Academy Trust [website](#).

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.

## Information about The Cabin

The Cabins vision is to be a centre of excellence for the education of students with autism. To offer them outstanding facilities in every respect, where they can develop independence and life skills, and integrate into mainstream education with the support they need to help them cope.

We believe that all students should have the opportunity to learn in a place where they feel safe and free from anxiety. As well as a place of safety, we provide an environment of stimulation and challenge where students are able to engage in their interests and fulfil their academic and social potential; a place that offers them a sense of belonging and well-being; a place where they can grow into adulthood with the same expectations as everyone else and meet the challenges of 21st century life. It is our goal is to help our students acquire the skills they need to do this. To achieve this, we offer support in mainstream lessons, small groups or on an individual basis.

## Job Description: Teaching Assistant

**Line of responsibility:** The Teaching Assistant is directly responsible to the SENCO

### Job purpose

The teaching assistant is responsible for:

- Supporting access to learning for students under the direct supervision of the class teacher across all areas of the curriculum in order to maximise achievement.
- Providing general support in classroom management, including students' learning and behaviour.
- Providing general care and welfare to students.
- Contributing to the overall ethos, work and aims of the school.

### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal and line manager.

### Job specification

#### Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- Ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Contribute to the learning, personal, physical and social needs of students, while encouraging independence.
- Be aware of and respond appropriately to individual student's needs.
- S/he shall attend to and implement the personal and physical needs of students including health and hygiene matters.
- Supervise and provide support to students ensuring their safety and access to learning activities.
- Liaise with her/his line manager, appropriate teaching staff and other professionals in making support effective and efficient.
- Assist with fostering strong links between home and school.
- S/he shall support teaching staff in respect of planning, preparation, assessment and administration.
- Assist with the preparation of teaching materials and help to put out and tidy away materials and equipment required in lessons.
- Assist students to learn as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read.
- Ensure students are able to use the equipment and materials, assisting where students are uncertain, such as with meanings of words, spelling, presentation.
- Use ICT effectively to support learning activities.
- Supervise and assist students to concentrate on and finish the work set.

- Motivate and encourage students and help them to develop their self-esteem and interaction with others.
- Maintain records of student progress, achievement and problems, and provide verbal and written feedback as required.
- Provide assistance in the supervision of students during breaktimes and lunchtimes as required.
- Put up and maintain appropriate displays within the classroom and school as required.

### **Administrative**

- Undertake a range of clerical and administrative tasks as required, e.g. photocopying, word-processing and filing.
- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- Input and extract information from school's database system/s as required.
- Collate information, statistics and prepare reports as required by their line manager, the Principal and the governing body.
- Maintain both manual and computerised record and filing systems in line with requirements.

### **General**

- Attend meetings with parents/carers and other professionals as required.
- Assist in escorting students on educational visits as required.
- Invigilate school and public examinations and tests as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- Required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Shall uphold the school's policy in respect of child protection and safeguarding matters.
- Shall be subject to all relevant statutory and institutional requirements.
- May be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the school's appraisal scheme



## Person Specification: Teaching Assistant

### Qualifications

Essential	Desirable
5 GCSE's including English and Maths to Grade C	Experience in supervising and/or directing pupil/student activity.
	Able to support GCSE level subjects

### Experience

Essential	Desirable
Working with children or young people	Working in a school or similar public/educational establishment
	Working with students with SEND in a school environment
	Liaising with other professional colleagues

### Knowledge/Skills (ability to)

Essential	Desirable
Support individual children or small groups of children with Special Educational Needs in the academic and social activities of the school.	
Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve tasks.	
Under the direction of the class teacher, carry out predetermined tasks to support pupil learning.	
Provide learning support as required for children with special needs, or where English is not their first language.	
Help with the care and support for pupils, including attending to their emotional and/or physical care needs	
Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities	

### Personal Attributes

Essential	Desirable
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Commitment to the highest standards of child protection.	
Desire to enhance and develop skills and knowledge through CPD	
Able to work flexibly in responding to supporting others on the team in the event of absence	
Able to work positively within a team	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	
Work autonomously in completing core job functions.	

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.