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Job Application Pack

Communication Support Specialist

School: Comberton Village College

Salary: TA L3, Point 7-11 £20,444- £22,129 FTE
(£16,960.66 - £18,358.56 pro rata)
32.5 hours per week, term time only

Contract: Permanent, part time

Start date: September 2022

Application closing date: Midday on Monday, 11th July 2022

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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.

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

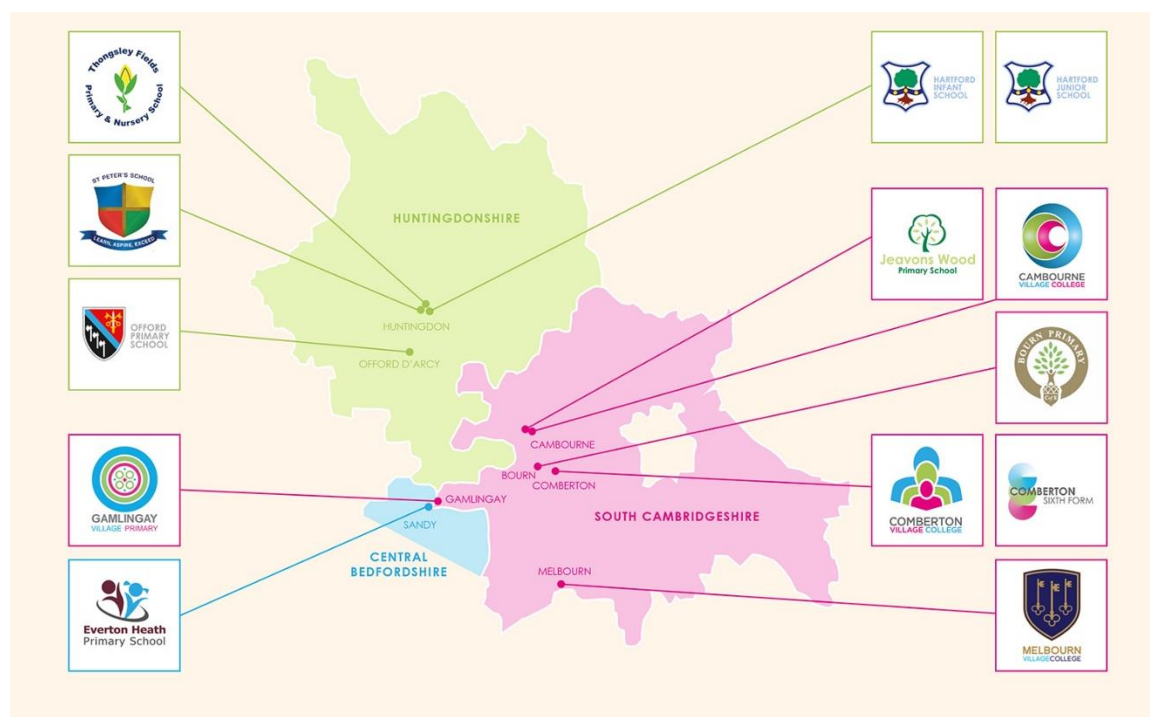
Employee discounts

- 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 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



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

Communication Support Specialist at Comberton Village College

Communication Support Specialists

TA L3, Point 7-11

Salary (£20,444- £22,129 FTE) £16,960.66 - £18,358.56 pro rata

32.5 hours per week, term time only

The Centre at Comberton Village College is looking to appoint skilled and enthusiastic individuals to join our hard-working team of professionals, who dedicate themselves to enabling our students with Special Educational Needs (SEN) to cope in a mainstream setting and feel safe to prosper academically and socially.

As a Communication Support Specialist (CSS) you will have experience of working with young people with Special Education Needs. You will have a good understanding and up to date knowledge of practice and research in these areas.

Duties within this role include:

- Integrating students with SEN into mainstream education and raising their standards of achievement
- Supporting the teachers and TAs within the Centre
- Supporting the parents, therapists and outside agencies in the students' development
- Modifying the curriculum and work schemes where necessary, so that all students can access learning and have their needs met at the earliest opportunity.
- Supporting learning both in class and within the Centre either in a TA or keyworker role.
- Advising other staff about supporting and scaffolding learning where appropriate.

Please refer to the Job Description and Person Specification for further information about this role.

How to apply:

Please complete and return the Support Staff Application form located on our website www.combertonvc.org/contact-us/current-vacancies. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest and your relevant track record that confirms you could fulfil the expectations of the role.

Applications should be submitted to: Wendy Jones / Caridad Mayfield on personnel@combertonvc.org as soon as possible but no later than midday on **Monday, 11th July 2022**.

Please note that we do not accept applications by CV.

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.

Information about Comberton Village College & Comberton Sixth Form



We are delighted that you are interested in our Village College. Since opening as a secondary Village College in 1960, we have been true to our roots. We still seek to serve our community and to be at the heart of that community. The school has

developed a very great deal, but our community ethos remains.

'Excellence for All' is our over-arching aim and it is the driving force behind all that we do at Comberton Village College. A long-standing national reputation for academic excellence and outstanding opportunities for all of our pupils does not mean that we rest on what has happened here. We always want every single one of our pupils to do his or her best and always seek to strengthen our work to enable this. Ofsted inspections consistently grade the overall effectiveness of our school (including the most recent inspection in February 2013) as 'outstanding'. However, we continue to look for ways that we can improve and do more and do it better for the sake of all pupils and our local community. Our very high-quality and committed staff are at the heart of this and of all that we do.

We seek to ensure that all our pupils receive a broad and rounded education that enables each of them to become capable, caring and confident. The many opportunities available outside of the formal curriculum enable a whole range of talents and attributes to be developed in all of our pupils. These include exciting opportunities overseas in line with our aim to provide education with an international outlook.

The addition of a Sixth Form in September 2011 has enabled us to offer the same excellent standard of education now also to 16-19 year-olds. It was very gratifying that all aspects of our Sixth Form were also graded as 'outstanding' at the first time of asking in February 2013. Understandably, very many students are now making the Comberton Sixth Form their first choice for their Sixth Form years.

As a village college, we remain committed to Henry Morris' vision of the college at the heart of the local community. Our community provision is a central part of our role. We see ourselves very much as an "extended school".

Comberton Village College is at a significant and exciting stage in its development as part of a multi-academy trust. When we set up the Comberton Academy Trust early in 2011, we were determined to have a Trust based on fundamental core values in keeping with the very best of Village College and community-based education in order to deliver excellence for all pupils across each of the Trust's academies. As part of this focus on the future, we took the decision in September 2016 to rename the Trust to become The Cam Academy Trust.

The Cam Academy Trust now comprises 11 academies and we work closely with them to ensure mutual support and challenge for all of the pupils they serve.

In all cases, we see all of them as part of our over-arching remit to provide excellent educational opportunities and outcomes for all pupils in a comprehensive, community context. These core values are articulated in the values of our Academy trust. These values represent our unchanging guide through these very significant and exciting developments.

We are absolutely committed to provide the very best education possible for all of our pupils and for our local community. We trust that this website helps to give you a helpful insight into that.

The Centre

The Centre for those pupils who have a specific or moderate learning disability, or a physical, sensory or medical condition (managed by our SENCo Mr Pollock). Pupils are supported within the mainstream curriculum, however, smaller intervention groups deliver the curriculum in the centre.

Job Description: Communication Support Specialist

Salary: TA L3, Pt 7-11 £20,444 - £22,129 FTE
£16,960.66 - £18,358.56 pro rata

Hours: 32.5 hours per week /term time only

Responsible to: SENCO

The duties may be varied by your Line Manager to meet changing circumstances in a manner compatible with the post.

Employment Duties:

In addition to further keyworker duties within the Centre to carry out the duties of a teaching assistant in accordance with the provisions of the current National occupational standards for supporting teaching and learning (DfE) and to work towards the agreed aims of the school and the Centre.

Purpose of Job:

- To work from the Centre integrating students with SEN into mainstream education and to raise their standards of achievement.
- To support the teachers and TAs within the school
- To support the parents, therapists and outside agencies in the students' development
- To modify the curriculum and work schemes where necessary, so that all students can access learning and have their needs met at the earliest opportunity.
- To support learning both in class and within the Centre either in a TA or keyworker role.
- To advise other staff about supporting and scaffolding learning where appropriate.

Support for Students

- To work with Centre students across all areas of the curriculum to support learning
- To prepare resources to meet the needs of individual students or groups of students with liaison from the teacher if learning undertaken outside of the classroom
- To provide specialist support for development of students' social, communication and life skills, using relevant strategies and intervention programmes
- To have a keyworker role with named students: to communicate issues and progress with other relevant professionals. Be the primary communicator with families.
- To support students during unstructured times through the day including break and lunchtimes.

- To contribute to the pastoral system by encouraging reflection on development and acting as a listening board for any issues
- If students show escalating anxiety to be willing to initiate de-escalation strategies including at times relieving the TA if this is in the best interests of the student.
- Communicate information about lesson arrangements and any preparation to students, families and teachers and TAs as appropriate.
- To ensure TAs are taking appropriate notes within lessons and student targets are set according to individual need as required
- Monitor homework tasks in planner or online as necessary and pass on any additional information to the students TA and/ or families. Ensure homework is handed in at appropriate times.
- To support students on out of school trips, events, work experience etc.
- To prepare documentation for Annual Review meetings and other meetings, and to support students at these.
- To support induction of new students into the Centre and the school, and transition of Centre students into the next phase of their education including onto further education
- To ensure that all relevant data and information for academic attainment, attendance and performance, and social, communication and interaction skills is shared, recorded, evaluated and tracked.

Support for the school and curriculum

- Support the school curriculum by assisting with the development of literacy, numeracy, communication, motor skills, social skills, life skills and appropriate standards of behaviour
- Support the school curriculum by working closely with subject teachers in the planning, delivery and evaluation of lessons: differentiating where appropriate for supported students
- Provide targeted support to enhance learning and improve attainment
- Play an active role in sharing knowledge and skills with mainstream staff and students sharing ASC knowledge and skills where necessary

Support for the Teacher

- Provide information to help the class teacher plan appropriate work programmes and play an active part in determining where and how National Curriculum is best accessed by key students
- Contribute to the management of student behaviour including anticipating and taking action to prevent problems arising
- If supported student is working well to liaise with teacher to ascertain how best to assist their teaching in the class
- Keep records and analysis of student's successes and difficulties as part of ongoing recorded data.
- Develop partnerships with staff who are in contact with students with autism and deliver training where necessary

Support for Self

- Develop and maintain effective working relationships with visiting therapists and outside agencies
- Develop and maintain effective working relationships with other staff and parents or carers
- Undertake specialist training to underpin knowledge of relevant areas of SEN eg dyslexia or ADHD, Conditions and appropriate support strategies. Attending training and meetings after school every week
- Develop some academic subject expertise to encourage specialism in at least one area
- Contribute to the maintenance of a safe and healthy environment.
- Take responsibility in the operational management of the school by promoting the school ethos and behaviour standards and following school systems and processes accurately.
- All staff should participate in the current arrangements made for the appraisal or review of your performance
- To share responsibility with others for specific aspects of the school environment and development
- To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students

This job description allocates duties and responsibilities but does not specify the particular amount of time to be spent on carrying any or all of them out.

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 postholder.

June 2022

Person Specification: Communication Support Specialist

Qualifications

Essential	Desirable
5 GCSEs including English and Maths	Relevant A Levels preferably Educated to Degree level.

Experience

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

Knowledge/Skills (ability to)

Essential	Desirable
<ul style="list-style-type: none"> 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 professional relationships with individual pupils, Staff at the school and parents Be able to work with small groups to ensuring they engage in, understand and can achieve tasks. Under the direction of the class teacher, carry out pre-determined tasks to support pupil learning. Provide learning support as required for children with Autism, 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 Work with staff and engage and direct in their work To have good communication skill, including written skills. 	

Personal Attributes

Essential	Desirable
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 and be willing to contribute to the development of the provision.	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	
Work autonomously in completing core job functions.	