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Station Road,
Gamlingay,
Cambridgeshire
SG19 3HD

Job Application Pack

Teaching Assistant

School: Gamlingay Village Primary School

Salary: Level 1B Pt 3 – 4 (£20812 - £21189 FTE)

Contract: Term-time only with some professional days

Hours: Full & Part Time available

Start date: January 2024

Application closing date: 8th December 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 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

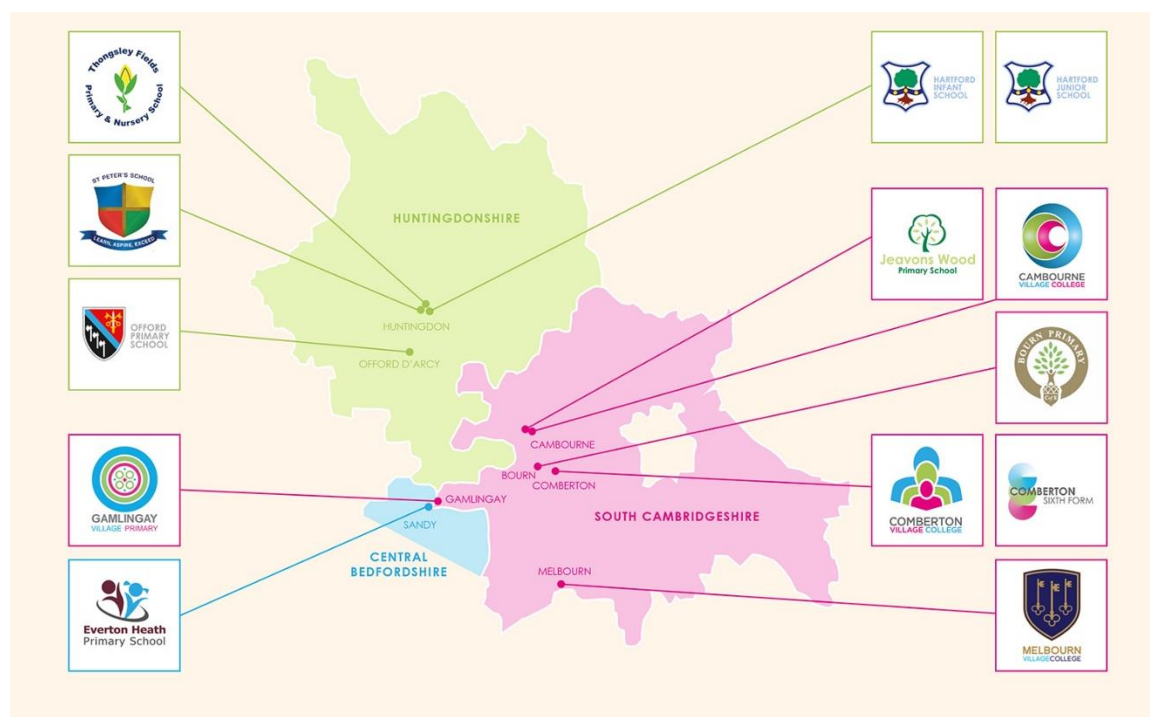
Employee discounts

- 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



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.

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

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.



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 Assistants at Gamlingay Village Primary School

Gamlingay Village Primary is seeking to appoint Teaching Assistants to join our dedicated team of hardworking staff.

The successful candidates will need to:

- Have experience of working with primary aged children
- 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
- Have a good sense of humour
- GCSE Maths and English at grade C or above (or equivalent Maths and English qualifications)

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

For further information about this vacancy please contact the school office on 01767 650208 or email office@gamlingayvp.org.

To apply for this position please submit an application form and covering letter to Mrs N Pearce via email to npearce@gamlingayvp.org by noon on Friday 8th December. Interviews will be conducted the following week.

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 Gamlingay Village Primary



Gamlingay Village Primary is continually evolving to provide a rich, inclusive and creative learning experience for all. We make every effort to deliver a curriculum full of enjoyment and challenge. We aim to provide our children with the skills and enthusiasm they will need to become lifelong learners. To ensure our children achieve excellence for all,

Our knowledge-rich curriculum enables pupils to learn by making connections with what they already know & build on prior learning. Children have the opportunity to discuss and debate this knowledge and to apply it creatively.

We are proud to have been the first primary phase academy of The Cam Academy Trust when we joined in April 2016. Their support, development opportunities and expertise has already supported the conversion of our school from a First School to a Primary School and will further support on-going changes; ensuring it continues to flourish.

Our school and staff ethos is to do what is best for the children

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 Individual Education Plans
- 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 Performance Management 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

Person Specification

Attributes/ Qualifications	Essential	Desirable	How identified
Qualifications	<p>Good basic education to GCSE level (C and above) in English and Maths, or the equivalent</p> <p>Good ICT skills</p> <p>Experience working with or caring for children and young people</p>	<p>Certificate or Diploma in Childcare and Education</p> <p>Experience in developing and delivering specific support programmes e.g. 1stClass@Number</p> <p>NVQ at Level 2 or above</p> <p>First Aid Training</p>	<p>Application Form</p> <p>Application Form Interview</p> <p>Application Form, Interview</p> <p>Application Form</p>

Knowledge & Understanding	<p>Basic understanding of child development and learning</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p>	<p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of relevant curriculum and other relevant learning programmes/strategies</p>	<p>Application form, and interview</p> <p>Interview, References</p> <p>Interview, References</p> <p>Interview</p> <p>Interview, References</p> <p>Interview, References</p>
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	<p>Understanding classroom roles and responsibilities and your own position within these</p> <p>Has a caring, positive attitude towards pupils welfare</p> <p>Can manage and support positive behaviour of pupils</p> <p>Can maintain trust and confidentiality where appropriate</p> <p>Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources</p>	<p>Has an awareness of pupils with special educational needs and specific programmes to enable them to access learning</p> <p>Contribute to, complete and maintain pupil records and/or case studies</p>	<p>Interview</p> <p>Application Form, Interview References</p> <p>Application Form, Interview</p> <p>Interview, References</p>
References	Any relevant issues arising from references will be taken up at interview		Interview