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Hartford Junior School
Mayfield Crescent,
Huntingdon,
Cams, PE29 1UL

Job Application Pack **Inclusion and Family Worker**

School: Hartford Junior School

Salary: HLTA Level 4

Contract: Permanent, Full Time, Term time
plus some holiday work

Start date: September/October 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.

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

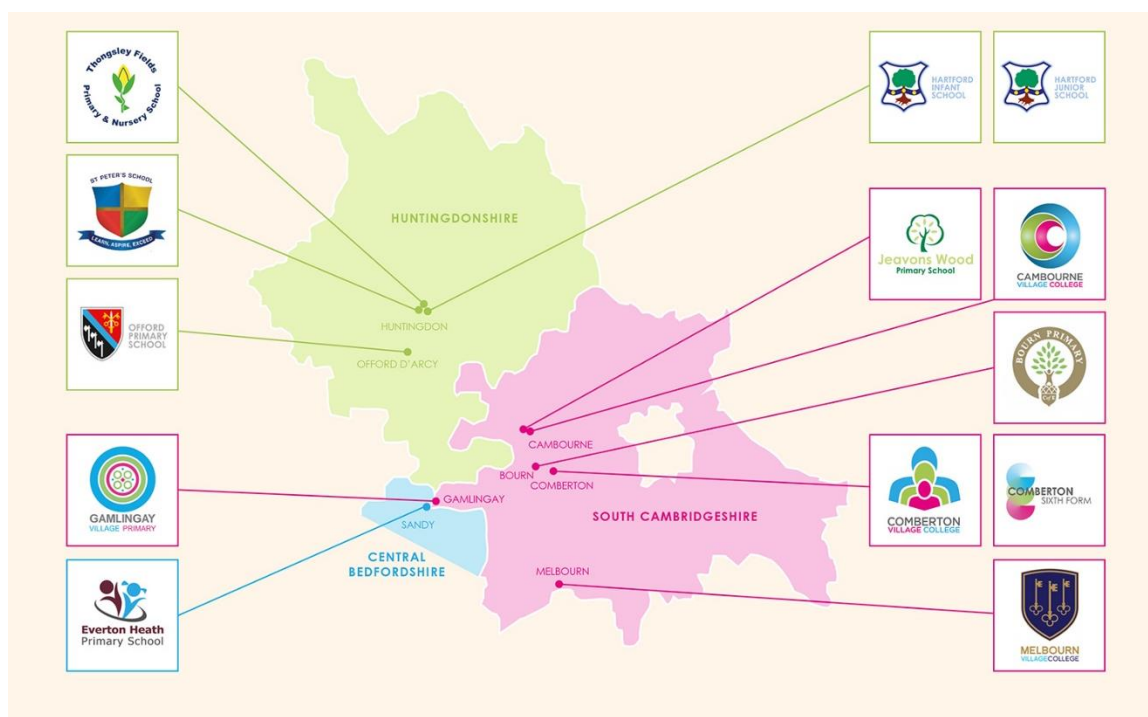
Employee discounts

- 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

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



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

Hartford Infant and Junior Schools Working Together

POSITION : Inclusion and Family Worker

Permanent, 5 days a week HLTA upper pay scale with some paid holiday work

We are looking for a caring, dedicated and positive Inclusion and Family Worker to join our wonderful team of staff.

The role will be initially with the junior school with a view to working closely with staff, families and children in the infant school.

We can offer you:

- fantastic children who are polite, friendly and eager to learn
- a hard-working, supportive and enthusiastic team
- well-resourced classrooms, learning areas and grounds
- two warm, welcoming schools that put children at the heart of all they do

We are looking for someone who:

- is passionate about providing all children with the nurture they require, genuinely enjoys being with children and is able to motivate and inspire children and colleagues;
- aspires to be an excellent Family and Inclusion worker and is open to training and development
- is able to demonstrate excellent communication and interpersonal skills;
- works well in a team and can form positive relationships with staff, children and parents;
- promotes a therapeutic way of working with children
- supports all staff to use educational and relevant consequences
- puts the development of the whole child at the centre of his/her work.

You will be expected to:

- Work closely with children who require nurture support through one to one and group support
- Plan, set up and run nurture groups
- Work closely with the SENCo to complete EHAs and attend TAF meetings
- Run training sessions for staff and parents
- Support all staff with inclusive practices
- Work closely with parents, running support groups and training as required
- Become a designated safeguarding deputy (if not already trained) becoming part of the schools safeguarding team

For further information and an application pack please contact Mrs Elaine Rudd
finance@hartfordjuniorschool.org

Hartford Infant and Junior schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is a regulated activity and an enhanced DBS check will be required.

Offer of a position will be subject to two positive references.

Closing date: 9am Wednesday 7th September 2022

Interviews: Wednesday 14th September 2022

Information about Hartford Junior School



Hartford Junior School is a very special and vibrant place where all members of the school and its extended community strive to provide a stimulating learning environment, in which our pupils can flourish academically, socially and emotionally.

We take great pride in the recognition that our school is a safe, calm and caring environment, where our pupils behave appropriately and are supportive of each other. We endeavour to challenge our pupils academically and encourage them to share responsibility for their learning and in the development of their individual potential. We strive to ensure 'Excellence for All' and are proud to be part of [The Cam Academy Trust](#), a locally-based group of schools who work together for mutual benefit.

We forge close links with parents and the local population, thereby ensuring our pupils experience the benefits of being part of an extended community and support them in gaining recognition of their place and responsibilities within that community.

Our school is a two-form entry with 230 pupils on our roll. The majority of pupils join us from our neighbouring infant school, which is on the same site. The school benefits from extensive and attractive grounds with excellent facilities for sports, as well as providing access to sensory gardens and nature trails. Our school building is on two floors with attractive and functional classrooms, each of which have access to interactive whiteboards to support learning.

We benefit from having a wonderful team of teachers, teaching assistants, support staff and governors, whose professionalism and dedication is unquestioned. It is this combination, along with our outstanding pupils and parents, that makes our school such a special place and a true community school.

We always welcome visits and will be very pleased to show you around.

Job Description

Inclusion and family support worker- Level 4

Job description

Roles and responsibilities:

- To follow a therapeutic approach to behaviour in school
- To work with children across school in all Key Stages who need extra nurture support and educational support to thrive in school and life
- To plan, deliver, track and monitor 1:1 and group interventions to support the inclusion of these children
- To work closely with parents and outside agencies, such as the locality team and family workers and arrange and attend meetings as necessary
- To run training sessions for parents and develop initiatives to engage all parents
- To run training sessions for other staff in school
- To support all staff with inclusive practices
- To run support groups for parents
- To work with the SENCo to write EHAs and attend TAF meetings.
- To attend training and share good practice with school staff
- To run lunchtime support groups
- To provide emergency teaching cover across school as needed

Targeted children include:

- Children receiving support from social services and Early Help services.
- Children who have had sudden changes in their circumstances e.g. bereavement, divorce, going into care
- Children who display anti- social behaviours
- Children who are struggling with poor mental health
- Any other child in school who needs extra support

Line managed by the SENCo