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## Job Application Pack

### After School Club Playworker

School: Jeavons Wood Primary School

Salary: Level 1B Scale point 3 £22737 FTE  
(Range 3-4)

Contracts: 1 person Monday, Tuesday Wednesday & Thursday 15:15-17:00. Actual salary £4106 per annum / 7 hours per week, term time only

1 person Tuesday 15:15-17:00 .Actual salary £1026 per annum / 1.75 hours per week, term time only

Application closing date: Thursday 18<sup>th</sup> April at 9am

Required April 2024

Interviews To be confirmed.



Jeavons Wood Primary School  
Eastgate  
Great Cambourne  
Cambridgeshire  
CB23 6DZ

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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

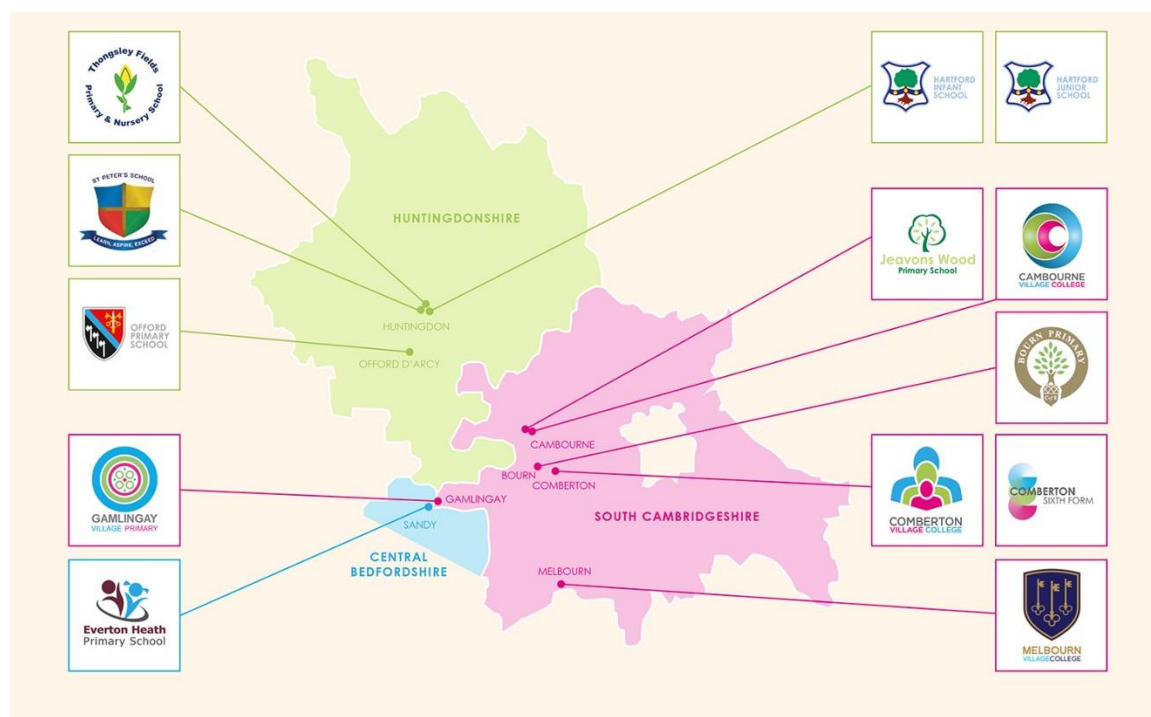
### Employee discounts

- 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.



<https://www.jeavonswood.org/>  
Telephone number 01954 717180

HR email [logilvie@jeavonswood.org](mailto:logilvie@jeavonswood.org)

## 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**

### **After School Club Playworkers – at Jeavons Wood Primary school**

**After School Club Playworker  
Required for April 2024  
Salary: Level 1B Scale point 3 £22737 FTE (Range 3-4)**

**1 person Monday, Tuesday Wednesday & Thursday 15:15-17:00  
Actual salary £4106 per annum  
7 hours per week, term time only**

**1 person Tuesday 15:15-17:00  
Actual salary £1026 per annum  
1.75 hours per week, term time only**

For April 2024, we are looking for an enthusiastic, committed, organised, and experienced person to join our thriving After School Club Team.

This will be working with children aged 4 to 11 years old that attend Jeavons Wood Primary School and will involve supporting and facilitating child led play. It will also include preparing a healthy snack for the children and maintaining the play area. The ideal candidate will be creative, have the ability to take initiative and be fun!

For further information and an application pack please contact the school office on 01954 717180 or [logilvie@jeavonswood.org](mailto:logilvie@jeavonswood.org)

Jeavons Wood Primary School is 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 a clear DBS check and two positive references.

Closing date & shortlisting: 9am, Thursday 18th April  
Interviews: To be confirmed

## Information about Jeavons Wood Primary School



Jeavons Wood Primary School is a very special place where all staff strive to do the best for all the children in our care and to support them socially and academically. Our school is two-form entry with 420 children on our roll. We also have a pre-school and before and after school club which are run by the school. We are very fortunate to have a wonderful building with extra space to learn for all year groups. From an educational point of view, we want to create an enabling environment and deliver a challenging and stimulating curriculum through which all children can become enthusiastic and highly competent learners.

## Job Description

To facilitate the running of Jeavons Wood Primary School After School Club, liaise with other Wrap Around Care staff to ensure a high-quality provision of a healthy breakfast/snack and deliver varied activities for pupils to enjoy in a relaxed and calm environment at the start/end of the school day.

Responsible to: After School Club Manager

### Responsibilities:

- To support the healthy eating policy
- To safeguard children and ensure and promote their health & safety
- Set up area before children arrive & with other WAC club staff pack away at end of session (ensuring kitchen area is cleaned after each session)
- Lead activities and games to interest and stimulate the children.
- Contribute to creating a welcoming, relaxed and informal environment
- Meet and greet parents & children as they arrive (ensure a positive relationship with both)
- Note any information passed on from parents and pass onto relevant professionals
- Meet requirements of the EYFS and liaise sharing observations and targets with FS teachers.
- Settle children and serve snack encouraging the children to be independent or help others
- Interact with children, discussions, playing a game or simply having a conversation on a one to one basis.
- Ensure a good balance between free choice of play and directed play when necessary
- Ensure there is a good standard of behaviour in line with the school's behaviour policy
- Bring any concerns to the attention of parents

## 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).

The post holder is required to support and encourage the trust's ethos and its objectives, policies and procedures.

The post holder may be required to perform any other reasonable tasks that are related to their role.

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.

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 Disclosure and Barring Service (DBS) check will be carried out for the successful candidate

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 staff participate in the school's performance management scheme.

## Person Specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Leading a team</li> <li>• Planning activities to engage pupils and support development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to deliver instructions to junior team members</li> <li>• Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Commitment to maintaining appropriate confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>