



Candidate Information Pack
Vice Principal, Behaviour and Culture
at Melbourn Village College



WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in joining The Cam Academy Trust. It's a great time to join our team, as we enter a new phase of development and really look to the future.

I feel highly privileged to take on the role of Chief Executive at this time. I know that we will be able to build on the current success of The Cam Academy Trust so we can be a truly exceptional community of schools.



We are a values-driven community of schools – our six principles underpin all that we do – and we're committed to excellence. As a teacher myself, and someone who has benefited hugely from a great education, I absolutely believe in the transformational power of what we do in schools. This is particularly important for our most vulnerable young people, those who could become marginalised and not reach their potential due to their background or learning needs. It is up to us to make sure that doesn't happen.

Vibrant learning communities are built when pupils of all abilities and backgrounds thrive together, and a truly excellent education enables choice and agency for all children. This is at the heart of our comprehensive principle.

We want people on our team who are excited by the prospect of having a deep and lasting impact on the lives of young people. We want people who are honest, curious, intellectually rigorous and committed to the challenges and opportunities of innovation and collaboration. We also want people who are committed to contributing to the wider education system.

As Chief Executive, I am committed to raising standards for young people, in a sustainable way through a strong MAT operating model and an insistence on excellence whilst understanding that schools need to retain their unique identity so they can be at the heart of their communities. I also know that investing in all our people is critical to success. It is our leaders, teachers and school staff that make the difference for children every day.

Join our team and we will ensure that the six principles of The Cam Academy Trust remain at the heart of the Trust and deliver 'excellence for all', enabling all pupils and staff to thrive. If this excites you; we want to hear from you!

Claire Heald

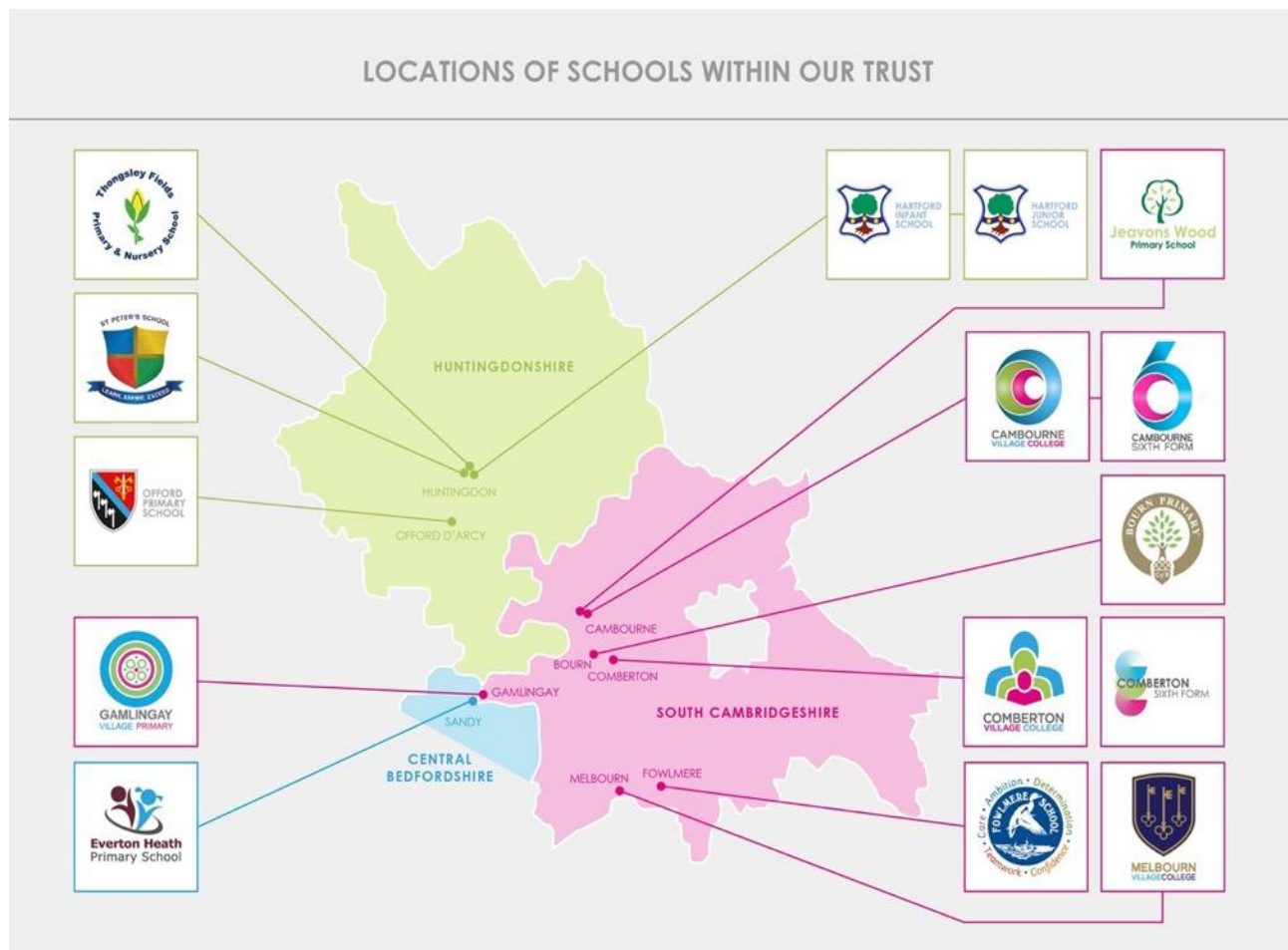
ABOUT US

The Cam Academy Trust was formed in 2011. The Trust is currently made up of eight primary schools and four secondary schools, three of which have sixth forms.

Our primary schools are Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Offord Primary School, Hartford Infant and Pre-School, Hartford Junior School, Harston and Newton Community Primary School and Thongsley Fields Primary and Nursery School. Bourn Primary Academy joined as the first Associate Member in 2021.

Our secondary schools are: Comberton Village College (and Sixth Form), Cambourne Village College (and Sixth Form), Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

We are entering a period of potential growth for our family of schools.



ABOUT US

Continued

CTSN SCITT

The Cam Academy Trust strongly supports the training of new teachers to become qualified members of the teaching profession. It does this through its extensive and significant role as the accredited organisation of [Cambridge Training Schools Network](#) [CTSN] SCITT.

As a school-based provider of initial teacher training, CTSN SCITT is very much grounded in the life of its local schools and its tutors are experienced practising teachers drawn from, not only Cam Academy Trust schools, but also a wide network of schools across the region. There are over a 100 trainees training with the SCITT this academic year across its primary, secondary, part-time, full-time, salaried and non-salaried routes. It is notable that 47% of the secondary trainee teachers are in shortage subjects. Such is the strength CTSN's reputation, over the last three years more than three-quarters of its trainees were subsequently employed in local schools.

Maths Hub

The Cam Academy Trust is proud to be the base for the [Cambridge Maths Hub](#) which is promoting excellence in maths teaching across Cambridgeshire, including Peterborough, West Suffolk, King's Lynn and West Norfolk.

The Hub supports teachers to improve educational standards for students in our region from the youngest child in Early Years to Post-16 students.

The Cambridge Maths Hub offers free, high-quality Professional Development to Maths teachers across the Hub area.

The Cabins

The [Cabins](#) work in close partnership with schools to provide autistic students with an opportunity to be educated in mainstream settings.

We set high expectations for students but provide significant support from highly skilled and caring staff whose dedicated support helps pupils to cope with the challenges that they face

All our cabins strive to ensure that every pupil attains the highest possible academic achievement and that they consistently experience innovative and inspiring teaching.



THE VACANCY

VICE PRINCIPAL, BEHAVIOUR & CULTURE

Contract: Permanent/Full time

Salary: L16 – L20

Required: April 2025

Place of work: Melbourn Village College

An exciting opportunity for an ambitious educational leader to make a real impact and help shape the future of our school community. Leading behaviour and culture across the school, you will work with our new Principal to drive rapid and sustained improvements.

This role is instrumental in supporting the Principal to achieve excellence in terms of students' behaviour, attitudes and personal development. You will hold high standards for behaviour, underpinned by consistency and rigour. Leading on safeguarding across the school, you will ensure a robust, child-centred approach and embed best practice.

We are looking to recruit a professional who is passionate about education, someone who wants to play a key part in helping to shape the future for the Academy; someone who wants to: take ownership, drive quality assurance and lead from the front.

You will be someone who can maintain positive and effective professional relationships with colleagues, parents, governors and the local community.

You must be passionate about wanting to make a positive difference for our students. They will be at the heart of everything you do. You will have experience of senior leadership, be able to demonstrate your leadership impact and be able to promote our strong values in terms of behaviour expectations. This role will be instrumental in developing and maintaining a culture of high expectations and standards whilst recognising and rewarding students consistently.

As part of The Cam Academy Trust, you will be supported and challenged by a Trust team that drives for excellence and believes in investing in and empowering its leaders. This is an exciting time to join our ambitious trust at the start of our new five year strategy.

You will be a trust leader as well as a school leader. As well as leading a great school, the successful candidate will play an important role in our trust. Our senior leaders shape the future development of the trust and contribute to our strategy. We are collaborative and seek to work in meaningful partnership with others. This creates opportunities for our leaders.

If you would like to discuss this opportunity or to arrange a school visit please contact Neil Massie at Academicis on 07818 875514 or nmassie@academicis.co.uk.

We look forward to hearing from you.

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.

HOW TO APPLY

To apply for this position, please submit your completed application form with supporting statement on [MyNewTerm](#) by **midday** on **Monday 17 February**.

Interviews will be conducted week commencing the 24 February.

Your supporting statement should demonstrate how your career to date has prepared you for this post and be no longer than two sides of A4.

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience meet the person specification, taking into consideration the job description and person specification.

We reserve the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

If you would like to discuss this opportunity further or to arrange a school visit please contact Neil Massie at Academicis on 07818 875514 or nmassie@academicis.co.uk.

Thank you for your interest in The Cam Academy Trust.



JOB DESCRIPTION

VICE PRINCIPAL, BEHAVIOUR & CULTURE

Salary:	L16- L20
Work Location:	Melbourn Village College
Reporting to:	Principal
Contract:	Permanent / Full time

Purpose of the Role

The Vice Principal will assist the Principal in ensuring the educational success of their academy within the framework of their individual academy's strategic plans. They will provide professional leadership and management within their individual academy and must help to establish a culture that promotes academic excellence, equality and high expectations for all students. They will implement the Academy vision and be responsible for matters relating to the efficient and effective organisation, management and leadership of the academy. They will deputise for the Principal if absent, on all matters, where required.

CORE PRINCIPLES

At the heart of our work lie the six core principles of The Cam Academy Trust.

These drive everything that we do.



Key Accountabilities

- Creating a culture of constant improvement and being an inspirational leader, committed to the highest standards in all areas of academy work
- Take responsibility for day to day management of the school alongside the Principal and leadership team, and in the Principal's absence, take full responsibility for the school
- In partnership with the Principal and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and well being of pupils and staff is promoted and maintained at all times
- To support colleagues in the development and improvement of the academy, to achieve high standards of behaviour and attainment

Main Duties and Responsibilities

Shaping the Future (Strategic Leadership)

- Work under the guidance of the Principal to develop the shared vision and strategic plan for the academy, which is responsive to the community it serves. At the core of this should be the academic and personal development of the students
- Support the Principal in implementing the academy's vision and strategic direction so that is understood and acted upon by all stakeholders
- Work within the academy community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain academy improvement
- Ensure the sustained raising of aspiration, achievement and attainment, is met in an academically rigorous, inclusive and sustainable manner
- Demonstrate the vision and values of The Cam Academy Trust in everyday work and practice motivate and work with others to create a shared culture and positive climate
- Promote the academy, and the Trust and develop effective and productive relationships with a wide range of stakeholders
- Secure the commitment of parents and the wider community to the vision and direction of the academy and the Trust
- Challenge, motivate and empower others to attain ambitious outcomes

Developing Self and Working with Others

- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Performance Management and Capability policies and procedures
- Ensure a high standard of professional development for all staff and for yourself, including attending all mandatory training events
- To build a collaborative learning culture within the academy and actively engage with other academies within the Trust to build effective learning communities
- Work with all staff to build effective teams
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff
- To support the Principal to ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and delegation of responsibilities
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below
- Support the effective and consistent implementation of the Trust Performance Management Policy and other systems of quality assurance and professional development of teachers

- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy and the Trust
- Develop capacity through coaching and mentoring members of the staff team
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development across the Trust.

Leading the Educational Provision

- Drive and inspire a passion for learning in every member of the academy community
- Provide a model of outstanding practice to all staff in teaching and academy leadership
- Ensure the curriculum is rich, relevant and develops a general knowledge of the world
- Foster a welcoming ambience in which impeccable standards of behaviour are sustained on a daily basis in order to provide a calm and purposeful environment for students
- Secure and sustain effective teaching and learning throughout the academy by ensuring sound strategies are in place for developing, monitoring and evaluating the quality of education delivered using benchmarks and setting targets for rapid improvement
- Ensure a continuous and consistent focus on academic achievement and personal development
- Support the creation of a positive culture of challenge, support and high expectations, in order to achieve the academy Strategic Academy Development Plan
- Ensure that all students make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion
- Ensure effective and appropriate pastoral support is available to students
- Ensure innovation and the use of appropriate new technologies which improves the educational delivery for students

Developing Self and Working with Others

- Treat everyone within the academy fairly and equitably
- To support the principal in actively and astutely managing the workload of staff to make sure that the processes within the school are sensible, essential and conducted in an efficient manner

Leading the Organisation

- Support the Principal in organising and managing the people and resources in the Academy to provide an efficient, effective and safe learning environment
- Using self evaluation and problem solving approaches to seek organisational improvements and ensure that the Academy remains fit for purpose
- Have due regard and up to date knowledge regarding all matters relating to Health and Safety
- Have due regard and up to date knowledge regarding all matters relating to safeguarding children and young people
- Collaborate effectively with others, to build capacity across the Academy ensuring resources are effectively and efficiently deployed
- Have good knowledge of legal issues relating to leading and managing an Academy
- Be able to manage others within an accountability framework
- Support the Principal in creating an organisation which enables people to perform at their best and underpins effective employee relations

Safeguarding

- Understand the importance of safeguarding in education In line with our commitment to safeguarding, all members of staff have a duty of care towards Melbourn VC pupils and are expected to report any such concerns to the Designated Safeguarding Lead.

PERSON SPECIFICATION

VICE PRINCIPAL, BEHAVIOUR & CULTURE

Qualifications

Essential	Desirable
Qualified Teacher Status in the relevant subject	
Good relevant degree	
Evidence of a commitment to self improvement as a professional.	

Experience

Essential	Desirable
Currently a senior leader who has a track record of securing clear improvements within your areas of responsibility	
Expertise in the leadership of safeguarding	
Raised standards of behaviour by raising expectations through clear communication, thorough organisation and high quality staff training	
Developed and maintained effective line management relationships	
Supported and coached different members of staff to improve their own performance and expertise	
Worked closely with Special Educational Needs (colleagues to improve the academic outcomes of SEND pupils	
Worked with a variety of stakeholders	
Evidence of an ability to plan strategically, build and communicate a coherent vision in a range of compelling ways	

Knowledge/Skills

Essential	Desirable
Ability to use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	
Ability to engage the school community in the systematic and rigorous self evaluation of the work of the school	

Proven ability to inspire, lead and participate actively in building and sustaining a learning community and network with others within and beyond the school	
Understanding and ability to communicate and successfully implement strategies across all aspects of the school including accountability, learning, curriculum, administration and communication	
Proven ability to deliver a collective vision and shared purpose across the academy and the Trust	
An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration	
Clear understanding of the ethos and strategies required to establish consistently high standards in outcomes, progress, attitudes and behaviour	

Personal Attributes

Essential	Desirable
Commitment to the highest standards of child protection.	
Excellent organisational skills	
Well developed interpersonal and communication skills and ability to use new and emerging technologies to secure impact	
Demonstrate a personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	
Demonstrate personal and professional integrity, including modelling values and vision	

The Cam Academy Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

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

- Paid leave – enhanced sick pay, maternity pay, and adoption leave pay (linked to service) and paid leave for unforeseen personal situations.
- Pension – a generous 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.
- Environment – good working environment with excellent facilities.

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.
- Cycle-to-work scheme – save £££ on a new bike and accessories.
- Subsidised gym membership at Comberton Sports and Arts.

Work-life balance

- Flexible working – all staff can make a request to work flexibly.



The Cam Academy Trust

Head Office | Cambourne Village College
Sheepfold Lane | Cambourne | CB23 6FR

info@catrust.co.uk

www.catrust.co.uk