



**COTTENHAM
VILLAGE COLLEGE**
Astrea Academy Trust
INSPIRING BEYOND MEASURE



Academy Information for Candidates

Introduction



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VILLAGE COLLEGE**
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Thank you for your interest in becoming a part of the **Cottenham Village College** team.



Cottenham Village College, part of the Astrea Academy Trust, a highly successful 11-16 mixed academy situated close to the beautiful city of Cambridge; here you will find hard-working, well-behaved students and dedicated staff who are committed to a fully inclusive, comprehensive education. There are around 880 students on roll and CVC shares the site with a special school, The Centre School, which is also administered by the Astrea Academy Trust.

The college is a friendly, positive and exciting place to work and to learn and we take great pride in the high standards our students consistently achieve. We have very high expectations of all members of the College community and provide an inclusive, friendly and supportive environment in which everyone can thrive and achieve. Students leave as happy, well-qualified and well-motivated individuals who go on to excel in local sixth forms, colleges, universities and the wider world.

The college was established in 1963, one of several village colleges in the region that were the inspiration of educational pioneer Henry Morris, who believed that the school should be at the heart of its community and that education should be a lifelong process. This vision of a school that serves and involves its whole community, that fosters high aspirations and inspires a love of learning is as central to our ethos today as it was when it opened.

With very best wishes,
Zoe Andrews - Principal

Director of Secondary Education



Astrea Academy Trust is an ambitious, dynamic Trust on a mission to tackle historic educational disadvantage and raise standards of education and opportunity across all our schools.

We are committed to never settling for second best, and our aim is that every child in our 26 academies gets a brilliant education by removing any barriers to achieving this.



Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last six years and now educate around 14,000 students in 26 academies and settings.

We are committed to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture. With careful curriculum design, spaced retrieval practice, strong attention to behaviour policy and practice, detailed assessment and achieving mastery in small steps, rates of progress across our secondaries have recently increased greatly.

We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. Excellent teaching must sit alongside a very carefully sequenced curriculum, with a culture of deliberate practice and instructional coaching.

In all our schools, we have worked hard to create a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', and crucially where teachers can focus on teaching and pupils can focus on learning.

As a Trust of 26 schools, we have the capacity to scaffold and support our leaders both educationally and operationally - with finance, HR, technology and data teams, and a Regional Director and subject specialists.

If you are aligned to our mission and values, have a strong track record of improving young people's education and a drive to do more, we very much look forward to hearing from you.

With very best wishes,

Richard Tutt
Director of Secondary Education

Who are we?



'All Astrea children will learn, thrive and lead successful lives.'

Compelling Mission

At Cottenham Village College, we are committed to creating a positive educational experience that challenges and supports every student to achieve their personal best. We aim to equip students with the skills and knowledge they need to become successful, resilient adults and positive contributors to society.

Enrichment

Cottenham Village College offers a wide range of extra-curricular activities, including sports, music, the Duke of Edinburgh's Award programme, and residential trips. Our dedicated staff are passionate about inspiring students both inside and outside the classroom, fostering an environment where students can explore their interests, develop new skills, and build lasting memories.

Part of Astrea Academy Trust

Our staff work collaboratively with colleagues from other Astrea Academies.



Context

- **871** scholars on roll
- **20.9%** of scholars are in receipt of Pupil Premium Funding
- **11.3%** SEND Support (K)

Codifying Culture



‘We are what we repeatedly do.
Excellence, then, is not an act, but a habit.’

Excellence is a habit



Scholars rise to meet our high expectations. Maintaining our standards is paramount to establishing strong cultural norms and fostering a culture of excellence.

Warm/Strict



We maintain high expectations for scholars while fostering an environment of warmth, genuine care, and positivity. This nurtures a supportive learning atmosphere which is both disciplined and joyful.

Joy and belonging



Belonging is one of the most powerful human emotions. Our school creates warm, welcoming, and friendly environment that are fully inclusive, ensuring every scholar feels joy and a sense of belonging.

Kindness & Politeness



These values are essential for a positive school culture. We foster an environment where kindness, politeness, and gratitude are consistently practiced, creating a respectful and supportive community for all scholars.

Purpose not power



Actions, intentions, and words are guided by purpose, not merely by positions of authority. All colleagues can clearly articulate the rationale behind actions and decision-making processes.

Over communication



We consistently revisit and reinforce our mission, values, and principles. Over-communicating our core purpose ensures everyone remains aligned. Our values are lived not laminated.

Codifying Culture



‘A strong culture is taught not caught’

Praise & Recognition



Recognition, praise, and rewards drive positive change. We aim to praise scholars every lesson, every day. Sanctions are issued when wrong choices are made.

Rowing together



Aligned around our vision and values, all staff row together with relentless consistency. Ignoring issues undermines our culture; instead we collectively row together for the benefit of all.

Aspiration



We deliver a knowledge-rich curriculum providing the foundation for excellent outcomes and further opportunities. We believe everyone can succeed. We focus on raising attainment, not just aspirations, turning goals into reality.

Sweat the small stuff



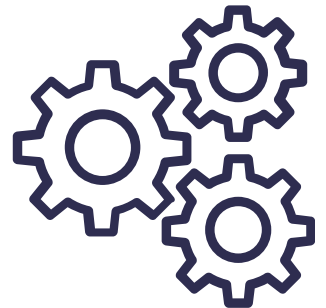
Leaders and staff adopt a meticulous approach, with a relentless drive to ensure fundamental basics are consistently in place and maintained at all times.

Teachers can teach and scholars can learn



We are committed to fostering an environment where exemplary behaviour is the foundation for disruption free learning. All teachers and support staff can teach and do their jobs free from disruption, no matter their status.

Routines



Universal classroom routines help establish a culture focused on learning. By setting shared expectations and consistent behaviours, we shape the values and norms that define our school community.

Our Mantras



Work Hard, Be Kind



Success through effort and empathy:

We achieve our goals and build positive relationships.

100%



Only Excellence:

We always give 100%, because we know that nothing less will do.

We are Cottenham



United in Excellence:

We are a team, a family and a community. We work together to achieve our goals.

Top of the Mountain



Reach for the Summit:

We aim to be the best by constantly pursuing excellence and overcoming challenges.

Hard work wins



Persistence Pays Off:

We embrace effort and dedication, knowing that consistent hard work leads to success and achievement.

It's who I am



Authenticity in Action:

We make choices informed by our values which shape our identity and empower us to become the best versions of ourselves.

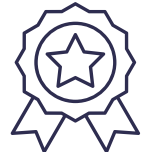
Are you a zero hero?



Be the best we can be:

Striving to be the best by consistently choosing integrity, excellent behaviour, and perfect attendance.

Be a merit machine



Merits like confetti:

When we work hard, we are rewarded and recognised for our efforts. This builds a positive culture of belonging.

You deserve disruption free learning



Persistence Pays Off: We embrace effort and dedication, knowing that consistent hard work leads to success and achievement.

Climb the mountain to university



Aspire to Academic Greatness: We want to ensure everyone has the option to go to university or aspirational alternative.

Do the right thing, even when it's difficult



Integrity Over Ease: We always choose to do the right thing, even when it's hard. It shows our true character.

How to find us



**High St, Cottenham,
Cambridge CB24 8UA**

Distances to....

Cambridge	7.4 miles
New Market	17.6 miles
Peterborough	39.9 miles



From London

Follow M11 to junction 14 the A14 (East) towards Newmarket. After 1 mile take B1049 to Cottenham (approx 4 miles). The Village College is signposted by the Green.

From the North

Follow A1 then A14 east towards Cambridge. 3 miles before Cambridge continue on A14 (Cambridge northern bypass) towards Newmarket. Take care: do not go onto M11. After 1 mile take B1049 to Cottenham (approx 4 miles). The Village College is signposted by the Green.

From the Midlands

From M6 junction with M1 pick up A14 east. Follow signs for Cambridge. 3 miles before Cambridge continue on A14 (Cambridge northern bypass) towards Newmarket. Take care: do not go onto M11. After 1 mile take B1049 to Cottenham (approx 4 miles). The Village College is signposted by the Green.

Candidate Charter



We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

OUR COMMITMENT TO YOU

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we'll ensure your information is secure and handled sensitively.
- Understanding – you will be given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and we'll act on what you have to share.
- Inclusivity – our hiring decisions align with our commitment to create a high quality, diverse workforce.

WE WILL:

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

IN RETURN WE ASK THAT YOU:

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

How to apply



Your application

If you like what you've read so far and think you can see yourself as a key member of the Cottenham Village College team, it's time to fill in your application.

Your application is an important part of the selection process as it's used to determine whether or not you'll be chosen to have an interview. It's really important that you try to capture all of the relevant information we have asked for on the form so we can get a good feel for who you are and why you're great.

All applications must be submitted through **My New Term** - the link to our careers page is here: [Cottenham Village College Careers Page Link](#)

Tips for a great application

- Check out the person specification - this highlights the key aspects we're looking for.
- Be yourself. Your personality, values and vision are the most important to us - you must be a great fit!
- Be sure to read this pack and our policies thoroughly to ensure you are fully aligned to our ways of working. If so - tell us about it!
- Make sure you tell us what skills you have that make you perfect for this role. Tell us the impact of your work, don't just list the tasks that you have completed.
- List any formal qualifications on your application. We'll need to see the certificates for your qualifications at interview stage.
- Make sure you include paid work, unpaid work and any work experience in your employment history. Start with your current employment, or if you are currently unemployed, your most recent employment. If there are any gaps in your employment, you must tell us why for safer recruitment purposes.
- At least one of your referees should be your current employer. If you are not currently employed, provide your most recent employer. If you don't have any employment history, think about professional referee's who would best describe your strengths for the role and your suitability to work with children.

Any questions?



Who do I contact to arrange a visit to the school?

If you'd like to visit the school ahead of submitting an application, please contact Sharon O'Mullane at headspa@astreacottenham.org. We'd love to show you round and answer any questions you may have (depending on the number of requests, this may be a shared visit with other potential applicants). Likewise, a phone call or teams meeting may work for you - please reach out and we'll make it happen.

Who should I contact if I have any special requirements?

If you're unable to complete our online application form and need some support, and/or you need our documents in an alternative format, for example, large print, please email Sharon O'Mullane at headspa@astreacottenham.org.

How long will it take for you to decide if I've got an interview?

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make or decision and contact applicants invited for interview within a week of the closing date.

Will I be notified if my application is unsuccessful and will I receive feedback?

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. During the shortlisting stage, you application status will be updated on MyNewTerm & you will receive an automated email from the system. Due to the volume of applications we receive, we're unable to provide feedback to unsuccessful candidates at the shortlisting stage.

