

TITLE OF POST: SPORT INTERN

Fixed Term Contract – September 2018 until July 2019

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

Responsible to: Director of Sport

Location: Senior School, Junior School

Role description: The Sports Intern will be responsible for supporting the sporting development of pupils and assisting PE staff in a thriving and busy department.

Main responsibilities to include:

- To assist in coaching a variety of sports with an emphasis on either hockey or netball to small groups
- To take an active part in the extra-curricular life of the school; involvement in clubs, after school and Saturday fixtures is essential
- An ability to umpire or have knowledge of umpiring skills in either hockey or netball, or refereeing football, would be an advantage
- To assist with the administrative side of the department, e.g. helping to update the website, confirming transport and fixtures etc.

- Organisation of equipment in preparation for lesson and fixtures

General Responsibilities

- To build and maintain good working relationships with all Foundation colleagues
- To assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibility for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

During school terms you shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Principal for the proper performance of his duties.

Salary guide and hours of work

£9,129 - £11,720 for 37.5 hours per week for 35.8 weeks per year (term time only plus 4 INSET days), Monday - Saturday.

Benefits

- Contributory pension scheme – matching up to 6%
- Salary sacrifice childcare vouchers (no new joiners after October 2018)
- Salary sacrifice cycle to work scheme
- Lunch and refreshments provided
- Discount on train travel

Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs as a method of application.

The closing date for applications is **noon on Friday 15th June 2018**

Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- ***PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.***
- ***A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.***
- ***YOUR PROFESSIONAL QUALIFICATION CERTIFICATES.***

References may be taken up before interview.

Interviews will take place on TBC

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>

SPORT INTERN Person Specification

	Essential	Desirable
Qualifications	Educated to A Level standard	Coaching qualification
Knowledge & Experience	<p>Excellent, confident interpersonal communication skills.</p> <p>Good organisation skills including personal workload organisation.</p> <p>Able to work accurately and meet deadlines.</p> <p>Work as part of a team</p> <p>Keep abreast of curriculum developments relating to the subject</p> <p>High quality written communication skills</p>	<p>Familiarity with iPads and Google Drive</p> <p>Previous experience in teaching/coaching</p>
Skills & Aptitudes	<p>Strong time management skills</p> <p>Able to work effectively with other colleagues.</p> <p>Flexible and willing to help with various activities.</p> <p>Able to work without close supervision and enjoy working on own initiative.</p>	
Personal attributes	<p>Enthusiastic.</p> <p>Professional attitude to colleagues, students, parents and the working environment.</p> <p>To show an interest in the mission and values of the School and demonstrate this in all work activities.</p> <p>Calm and adaptable.</p>	