



TITLE OF POST: KEY STAGE 2 TEACHER

From January 2018

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, both students and staff, achieves and makes a contribution every day.

For us, our examination results, brilliant as they are, are not an end in themselves. Instead, they are a small part of a much broader process and experience. That process is all about added value, something we offer and look for in staff as much as in students. It is something in which every journey both begins with and is built around the individual.

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 about.

However, we know that education in the twenty first century is as much about looking forward as looking back. We have just embarked upon a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. The plan will also allow us to admit boys right through the Foundation, with a diamond formation for learning for both boys and girls in the Senior School. It's a twenty first century vision of single-sex education that we believe is right for the future.

Your Role as a Teacher

At the Stephen Perse Foundation everyone is a learner. While our pupils enjoy the benefits of a creative and innovative learning environment, our teachers strive to inspire and engage through using a wide range of pedagogical approaches.

We want every teacher to offer the very best in teaching and learning to our students and this will inevitably, and perhaps even increasingly, involve the digital world. We are an iPad 1-to-1 school from 11 to 18, and our 3-11 pupils use class sets. We are a leader in the use of digital technology within the classroom and are one of only 11 schools in the UK to be an Apple Distinguished School. This helps us to support our teachers and learners to have an appropriate use of these technologies.

We don't need you to be a fluent or confident user of technology before you start working with us but we will want you to have an agile and ambitious mind-set that is open to adopting new techniques.

Training and support is offered on a regular basis as part of formal and informal CPD and is focused on student learning.

Role Description

The post holder will be responsible to the Head of Junior School and expected to ensure that Junior School pupils, with whom s/he has contact, have access to a broad and balanced curriculum, receive outstanding pastoral care and maximise opportunities for their personal development, in line with the ethos of the Foundation.

Main responsibilities

- To actively support the core values of The Stephen Perse Foundation.
- To plan, teach and assess the learning for allocated pupils, in accordance with The Stephen Perse Foundation curriculum, policies and procedures.
- To participate in the development of schemes of work and teaching materials.
- To take responsibility for the pastoral care of allocated pupils.
- To liaise with the Year Head over curriculum and pastoral issues.

Specific responsibilities

- To teach a range of subjects, including English and Mathematics, across Key Stage 2.
- To support the embedding of IT, including the use of iPads, across the curriculum.
- To monitor pupil progress in subjects taught, in line with school policies.
- To maintain and update pupils' records accurately and promptly.
- To contribute to and participate in planned consultation meetings with parents as requested.
- To write pupils' reports for parents.
- To encourage pupils to become independent learners and manage their personal timetables efficiently and successfully.
- To maintain a lively, stimulating learning environment, including regularly updated displays of pupils' work.
- To take responsibility for form administrative matters and to be present for form duties when required, according to hours of employment.
- To carry out a share of supervisory duties in accordance with published schedules.
- To carry out a share of cover duties for absent colleagues.
- To attend and contribute to year group planning meetings and staff meetings.
- To contribute to the programme of extra-curricular activities.
- To assist the Year Head with the planning of educational visits designed to complement the teaching programme and to accompany the pupils on such trips.
- To assist with residential trips, as required.
- To contribute to and participate in Junior School Open and Taster Events, including those held on Saturdays.
- To supervise pupils at special functions, including those held out of normal school hours.
- To assist with Entrance Assessments, as required.

General duties

- To build and maintain good working relationships with all Foundation colleagues.
- To assist as necessary in other Foundation areas at peak times.
- To work at all times towards the aims and goals of the Foundation and any individual

objectives and targets you may have agreed.

- To be pro-active in identifying areas for improvement within the Foundation.
- To act in accordance with Data Protection principles at all times.
- To adhere at all times to Foundation Operational and Employment policies and procedures.
- To engage in continuing professional development as part of our community of learners.
- To attend and actively contribute to staff training.
- To take responsibility for own Health and Safety and that of pupils and colleagues.

This job description is not necessarily comprehensive and the post-holder will be expected to undertake any other reasonable tasks associated with this role.

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 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 Child Protection Officer or the Principal.

Terms and Conditions

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

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Benefits

- Contributory pension scheme
- BUPA Private Health and Dental Plan subscriptions
- Free lunch on duty
- There is a staff discount on School Fees of 25% should staff have a child at Dame Bradbury's, Stephen Perse Sixth Form College, Senior School, Junior School and the Pre Prep

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 form which must be cleared before the applicant can commence work. Such checks may take three to four weeks.

If called for interview, you will be required to bring with you your Birth Certificate, Passport and professional qualification certificates. References may be taken up before interview.

Data Protection Statement

The Stephen Perse Foundation adheres to the Data Protection Act 1998. In order for us to process your application for employment, we capture information about you. This may include your physical and mental health, and any criminal convictions you may have. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is

used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, and simply log the fact that we have seen it. Your physical and mental health details enable us to assess that you will be able to fulfil the demands of the job. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.

Application Process

The closing date for applications is Tuesday 27th June 2017 at noon.

Please submit applications either electronically to: recruitment@stephenperse.com or on paper to: HR Administrator, The Stephen Perse Foundation, Union Road, Cambridge, CB2 1HF

We are unable to accept CVs as a method of application

Interviews will take place Tuesday 4th July 2017.