

**TITLE OF POST: Academic Deputy
Senior School and Sixth Form
Appointment September 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 completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. The plan has enabled 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.

Responsible to: TBC

Role Description

Job Purpose:

To work in conjunction with the Principal, Heads of School and School leaders to develop and improve the quality of education offered to the pupils 11 - 18, through the promotion of the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in learning and teaching.

To play a key role in the implementation of the school development plan.

Main Responsibilities

- To manage the Curriculum leaders
- To Chair curriculum leaders meetings
- To manage the provision of TOK, non-examined and thinking skills
- To manage the NQT programme
- To coordinate lesson observation
- To act on the outcome of the 3 – 12 review in relation to the impact for 11 - 18
- To work with the HoS to manage the Sixth Form curriculum review

- To coordinate the work scrutiny review and make recommendation from the findings
- To manage the implementation of the findings from the work security review
- To be responsible for the continuous review of the teaching and learning policies ensuring a leading edge approach
- To manage the digital agenda through the strategic tool kit team
- To work with the Head of IB in regard to the 5 year review
- To work in conjunction with the inclusion team to ensure inclusion is practised by all staff
- To communicate the learning journey from 11 – 18 to all stakeholders
- To coordinate reporting for 11 – 18
- To manage, with the support of the SIMS team the baseline testing, screening tests, and tracking

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 Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance.

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. Remuneration will be in accordance with candidate experience.

Hours of work

As this is a Senior Leadership post hours of work are at the discretion of the post holder. For administration purposes 35 hours per week are used to for calculation of pay and benefits.

Benefits

- Holiday must be taken in accordance with the school holiday calendar
- Teachers' pension scheme
- Private health and dental plan subscriptions (prorate for part time)

- Staff discount on School Fees of 25% (pro rata for part time) should staff have a child at Dame Bradbury's, Stephen Perse Sixth Form College, Senior School, Junior School or the Pre Prep after two years' continuous employment
- Cycle to work salary sacrifice scheme
- Salary sacrifice childcare vouchers
- Travel 4 Cambridgeshire discount scheme
- Lunch and refreshments provided

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 your Birth Certificate, Passport, current driving licence or utility bill and professional qualification certificates. References may be taken up before interview. Internal applicants will be required to provide two references, one from their current line manager and one from a colleague.

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. This information will only be used 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 Friday 16th February 2018 at noon.

Interviews to take place on 22nd February 2018.

Please submit applications 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