



Candidate Brief

stephen perse
foundation

Graduate Resident Assistant

Employment status

Term Time, Fixed Term

Required from

September 2021

Job location

SPF Boarding

Application closing date

9 April 2021

Welcome from the Principal



I am immensely excited to have been appointed as the Principal of the Stephen Perse Foundation and am really looking forward to leading the Foundation in the years ahead. I am excited because all of the evidence I have seen tells me that the Foundation is superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future as a leader in modern independent education.

Any school, indeed any group of schools, is only as strong as its people. The Stephen Perse Foundation boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure its pupils benefit from excellent role modelling, outstanding support and exceptional teaching. As incoming Principal, I realise the central importance of continuing this investment.

At the Stephen Perse Foundation, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share the Foundation's values, people who are passionate about our collective vision of developing the change makers of the future.

Richard Girvan
Principal



Work in the heart of Cambridge

Welcome to our vibrant Foundation of schools across Cambridge, Maddingley and Saffron Walden, where we achieve outstanding results because we value individuality.

Cambridge is one of the most famous cities in the world for education and forward thinking. It is a city of ideas – and is home to some of the greatest thinkers in the world – past and present. We believe that learning is everywhere and our surrounding area provides a wealth of inspiration and opportunities to learn.

At the Stephen Perse Foundation Boarding Houses you will work within walking distance of Cambridge city centre, Cambridge University Colleges, world renowned museums, galleries and the University Botanic Garden.



Your role

This role will provide the opportunity to develop first-hand and practical experience of working in a school and to determine whether teaching might be the right career for you. You will benefit from direct involvement with very experienced and senior staff, and will gain invaluable experience.

You will contribute to the academic life of the college, providing support to students in and out of class and possibly teaching some lessons, as appropriate to your skills and to the college's needs, all with the support and guidance of experienced staff.

You will support wider aspects of boarding. You will be expected to be resident overnight throughout term time, playing a full and supportive role both in activities and in formal duties.

You will be responsible for the preparation and delivery of activities, trips and events within and outside the College, during term time and some holiday periods, ensuring the wide engagement of students.

Boarding at SPF

SPF is an exceptional sixth-form college taking students typically aged between 15 and 19 who are ambitious about their university places and career. The college usually has about 30 nationalities, of which the largest by some margin is British. We aim to produce the best boarding environment available anywhere, to support successful study and in terms of quality of presentation and care.

The best possible experience of a boarding education is created by a stimulating and supportive environment: a home from home for boarders. The ethos of care, kindness and support is central to the way in which the college and the boarding houses run.

Specific responsibilities

Responsible to: Head of Boarding and Director of Sport

Location: SPF Boarding – Cambridge city sites and Senior School

Main responsibilities

In collaboration with the Head of Boarding, undertake boarding duties, which include

- Assisting with the 6 – 9pm weekday study sessions in the house.
- Assisting students in your own area(s) of academic expertise, such as running weekend study sessions;
- Providing a suitable programme of interactive activities in boarding houses, especially for younger students at weekends, ensuring they are fully engaged.
- Supervising extra curricular sporting activities for boarders both at the weekend and in holidays if required.

In collaboration with the Director of Sport undertake duties which include

- Supporting sports staff in the delivery of lessons and extra curricular clubs for both the Junior and Senior schools. Opportunities for growth in this area in line with personal interest / specialism within a sporting context.
- Organising and setting up / taking down of sports equipment before and after lessons.
- Carrying out some administrative tasks.
- Supervising students when travelling to and from sports facilities off site.
- Attending extra curricular fixtures midweek and some Saturdays to help with supervision.

General Responsibilities

- Act as an excellent ambassador for the Foundation at all times.
- Build and maintain good working relationships with all Foundation colleagues.
- 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.
- Actively promote the Foundation's Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Foundation operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items the Foundation has provided.
- Adhere to the Foundation's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

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.

Person specification

	Essential	Desirable	Method
Qualifications	Honours degree	Recognised coaching/mentoring/guidance qualifications are desirable, but not a prerequisite	Application Form Applicant's certificates at interview
Knowledge & Experience	Good levels of IT literacy	Experience working in a school/college environment Experience of working with and/or mentoring young people; A clear understanding of child protection, health and safety and good practice with regards to activities and events (training will be given)	Application Form
Skills & Aptitudes	The ability to adapt appropriately and work effectively with colleagues on a range of different projects/initiatives, and also be able to work autonomously Effective time management skills to prioritise conflicting demands and meet deadlines Strong communication abilities and interpersonal skills, both verbal and written Strong presentation skills and clarity of speech	Knowledge of Google Drive, Google Docs, Sheets	Interview
Personal Attributes	A wide range of interests and a passion for making things happen Prepared to work flexible hours, including evening and weekend hours Dedication and Enthusiasm Approachability An advocate for cultural diversity; Willing to play a part in the wider life of the college	Prepared to undertake qualifications, if needed	Interview

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 Foundation'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 [government website](#).

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

Your normal working hours are 40 hours per week and will be flexible. They will include work within the college timetable hours, Monday to Friday, as well as evenings and weekends to suit the activities/boarding programme.

You will work during college terms, which includes any early start to the Autumn Term and the three working days prior to the return and after the departure of students, and for up to four weeks during the college holidays, but will have the remainder of the college holidays free.

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.



“The future of education relies on our refusal to stand still. We must evolve to keep pace with society’s changing needs.” Tricia Kelleher, Principal

Benefits

With excellent benefits and a stimulating environment in the heart of the city, the Stephen Perse Foundation is a great place to work.

- 30 days holiday plus bank holidays (pro rata for part time and term time)
- Salary sacrifice tech and cycle to work schemes
- Season ticket loan/Discount on train travel
- Free refreshments provided
- Contributory pension scheme – matching up to 6%
- Annual flu immunisation
- CPD programme including first aid training
- Leadership and management development programme
- Many of the sites offer covered bike parking
- Free access to the University Botanic Garden
- Opportunity to be involved with projects across the Foundation
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time and term time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time and term time) should staff have a child at any school (from Reception Year upwards) within the Foundation





Application process

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

We are unable to accept CVs.

The closing date for applications is **9 April 2021**

Interviews will take place week commencing **19 April 2021**

References may be taken up before interview.

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.



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