



stephen perse
foundation

Teaching & Learning Assistant Candidate Brief

Employment status

Full time, permanent

Required from

June/September 2019

Job location

Dame Bradbury's School

Application closing date

15 May 2019



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

So you think you may be interested in joining the Stephen Perse Foundation (SPF) community of schools?

Located in Cambridge, Maddingley and Saffron Walden, our schools strive to offer an education which is more than just the delivery of the curriculum and qualifications; learning in a Stephen Perse school is about learning for and about life in readiness for the world beyond.

As Principal of the Foundation, I look to recruit colleagues who are passionate about learning; share in our commitment to educating ethical young people; and understand the critical importance of supporting the emotional and mental wellbeing of all our learners. If you would like a flavour of what this means in practice, please read [my most recent blog](#).

Ms T Kelleher
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.

Dame Bradbury's is located in the thriving medieval market town of Saffron Walden, nestled in the north west corner of Essex. The town is full of beautiful buildings including Audley End stately home, the largest Parish church in the county and a 12th century castle. The school is within walking distance of the town centre and all the local amenities.



Your role

At the Stephen Perse Foundation everyone is a learner. While our pupils enjoy the benefits of a creative and innovative learning experience, our staff members strive to create an inspiring and engaging learning environment to work in harmony with our pedagogical approach.

As part of the Professional Support Services team at the Foundation, you are an integral part of providing the best experience possible for our students.

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.

Dame Bradbury's

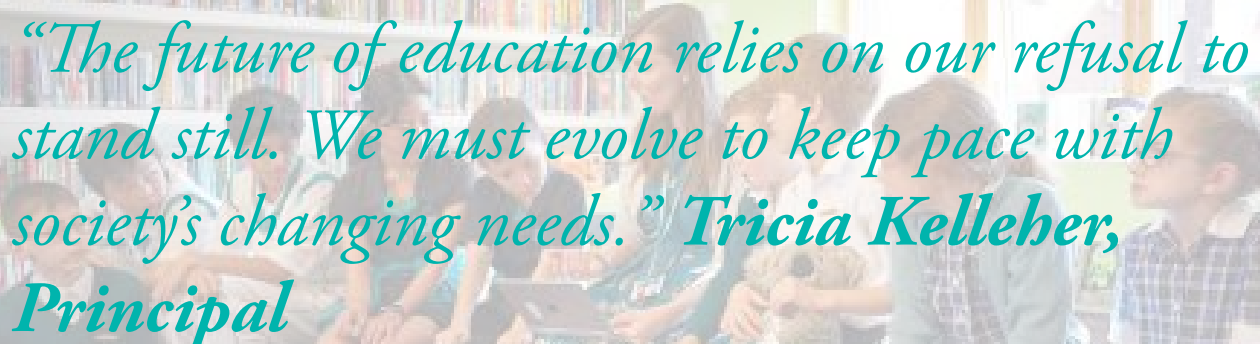
Every child that joins us takes an individual journey at Dame B's, through which they flourish and succeed. Set in the beautiful town of Saffron Walden, we pride ourselves on getting to know every child and their family. Our school is a creative community, where ideas, individuals and imaginations thrive.

Tradition and innovation go hand-in-hand at Dame B's. There has been a school on our site in Saffron Walden since at least 1317, when manuscripts show the existence of one Reginald, "Scholemaster of Walden" – the first of a series of "scholemasters".

In 1522, Dame Johane Bradbury, widow of a former Lord Mayor of London and sister of John Leche, vicar of the parish from 1489 to 1521, re-established the old school by obtaining the necessary letters patent from Henry VIII. Even then the school had high aspirations for its teaching, with a curriculum that was to be "*after the ordre and use of teching grammer in the Scoles of Wynchester and Eton*".

We are not afraid to do things differently. Our approach, in both Pre-Prep and Prep, encourages young people to become independent thinkers – preparing them for life way beyond school. Our boys and girls share a willingness to experiment and question, to rise to the challenge.

Creativity and fun is everywhere – in our Forest School and inspiring art facilities, as well as in our clubs. From ballet to photography, rugby to rock band – there's something to capture the imagination of every child. From 3 to 11, our pupils share a willingness to experiment, to question and to take on new challenges. They leave us full of enthusiasm, equipped with a love of learning and ready to take their next steps in life.



"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

Specific responsibilities

Teaching & Learning Assistant - to start either June or September 2019

Responsible to: Deputy Head of School

Location: Dame Bradbury's, Saffron Walden

Role Description

The successful candidate will be working full time during term time as a Teaching and Learning Assistant, moving between classes as the need arises. You will be supporting the classroom teachers to facilitate the active participation of children in the academic and social activities of the school; and contribute to raising standards of achievement of all pupils.

Main responsibilities

Support for pupils

- Under the direction of the Class teacher or Specialist teachers, supervise a class in following a programme of study
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the relevant teachers.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/ carers to ensure they understand and can achieve the tasks
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the Form teacher or class teacher
- Encourage and promote inclusion in the classrooms, ensuring all pupils are involved with tasks and activities
- Ensure the safety of pupils through supervising pupils around the school, during their break times, lunch times and on school trips and visits
- Be a positive role model when promoting the pupil "learning habits"

Support for the curriculum

- Support the development of a high quality Foundation curriculum and the Early Years Foundation Stage curriculum
- Provide targeted support to enhance learning and improve attainment within the classroom environment.
- Support the enthusiastic delivery of a digital curriculum, seeking support to enhance your skill level as required
- Engage with the Teaching and Learning Policy, ensuring professional practice adheres to the principles within it.

Support for the Class teachers or Specialist teachers

- Contribute to reports on pupil progress and development
- Contribute to the development of PEPs for children with special needs and disabilities
- Contribute to the planning and evaluation of work programs for individual pupils and groups
- Provide feedback on learning activities and contribute to the school review and development planning
- Organise the learning environment and develop appropriate classroom resources as required
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the class
- Take initiative and respond flexibly to situations arising, taking positive action in line with Foundation policies and ethos.

Support for the school

- Develop and maintain effective professional relationships with other staff in the School and the parents or carers
- Contribute to the maintenance of a safe and healthy environment
- When required attend and actively participate in staff meetings
- When required attend and actively participate in school events outside of the school day for example concerts, workshops, residential trips and open days
- When required to be flexible in working with other parts of the Stephen Perse Foundation
- Make suggestions for school events and help with the organisation of them

General responsibilities

- 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
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Attend and actively contribute to staff training.
- Take responsibilities for own Health and Safety and that of your 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.



Person specification

	Essential	Desirable	Method
Qualifications	<p>NVQ Level 3 or higher (or equivalent qualification) in Early Years, Childcare or Early Childhood Studies</p> <p>English and Maths, GCSE Grade C (or equivalent)</p>	<p>Paediatric First Aid Certificate (12 hour course)</p>	<p>Application Form</p> <p>Applicant's certificates at interview</p>
Knowledge & Experience	<p>Previous experience of working within KS1 or KS2 classrooms</p> <p>Digitally Competent in using IT to support Children's learning</p>	<p>Familiarity with iPads and Google Drive</p> <p>Ability to complete observations and plan activities that respond to the children's needs</p>	<p>Application Form</p>
Skills & Aptitudes	<p>Ability to relate well to young children</p> <p>Appropriate use of initiative</p> <p>Ability to adapt to changing circumstances</p> <p>Ability to maintain discipline in an age appropriate way</p>	<p>Ability to plan an engaging learning environment for young children</p> <p>Understanding of young children's development</p>	<p>Interview</p>
Personal Attributes	<p>Willingness to work as part of a team</p> <p>Really enjoy working with children</p> <p>A sense of responsibility and confidentiality</p> <p>Enthusiastic approach</p> <p>Cheerful disposition</p>		<p>Interview</p>

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.

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Hours of work

The position is term-time only plus 4 INSET days (35.8 weeks); 37.5 hours/week - Monday to Friday 8.00am - 4.00pm.



Benefits

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

- Contributory pension scheme – matching up to 6%
- 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 within the Foundation
- Leadership and management development programme
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Season Ticket Loan/Discount on Train travel
- Many of the sites offer covered Bike Parking
- Annual flu immunisation
- Free access to the Botanical Gardens
- Opportunity to be involved with projects across the Foundation
- Parking available at Dame Bradbury's school





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 noon on **Wednesday 15 May 2019**.

Interviews will take place on week commencing **20 May 2019**.

References will 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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