



THE PERSE SCHOOL, CAMBRIDGE

PE and Games Graduate Assistant (fixed term contract for academic year)

The Perse School is looking to appoint a Graduate Assistant to work in the PE and Games department at the Upper, for a fixed period of 12 months during term time from 27th August 2021 to 31st August 2022 (the contract includes paid holiday).

The role is an exciting opportunity for a graduate considering a career in teaching. The position will offer a comprehensive experience developing skills in a supportive and collegiate environment. The opportunity may lead to a full time teaching post or act as an excellent introduction to a PGCE course. Recent Graduates Assistants have successfully gone on to secure full time permanent teaching posts at the end of their contract. The role will enable the appointed candidate to take part in all aspects of the department's work and in particular develop the teaching skills to take responsibility for their own classes.

The Department

The PE and Games department is an energetic, supportive and collegiate department which is led by Mr Glenn Kirkham.

The department are committed to using pioneering teaching and coaching methods to bring sport to life for all our pupils. This is a very harmonious department where the active sharing of ideas and resources is the norm, ensuring the best teaching and learning occurs in lessons. The teachers encourage pupils to focus on individual progression within the physical education curriculum by ensuring teaching is stimulating, varied and creative.

The successful candidate would ideally be a good all-rounder or have specialism in at least one of the main sports for girls' games – Hockey, Netball, Cricket and Tennis.

Further information about the department's curricular and extra-curricular activities (and public examination results) can be found on the school's website:

PE: <https://www.perse.co.uk/upper/academic/subjects/physical-education/>

Games: <https://www.perse.co.uk/upper/beyond-classroom/sport/>

The department also has an active twitter account: @PerseSport

JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reporting to:

As a member of the support staff, the Graduate Assistant's ultimate line manager will be the Bursar, although day to day responsibility will be to the Director of Sport.

Responsibilities

The responsibilities of the post holder may vary depending on the demands of the role but may include the following areas:

Specific to the PE and Games Department

- Observation, team teaching and phased responsibility for teaching across the age range in the department;
- Supporting colleagues with the teaching and coaching of games sessions and PE lessons.
- Taking responsibility for a sports team, including weekend fixtures in each term.
- Developing and sharing new teaching and learning resources;
- Assisting with the running of departmental clubs and societies with possible opportunities to manage activities;
- Assisting with the administration of and participation on school trips (day trips and residential);
- Carrying out a range of administrative and support tasks as directed by the Director of Sport;
- Attending and contributing to departmental meetings;
- Supporting, assessing and recording students' progress in accordance with departmental and school policies, including those with specific learning needs;

Pastoral

- Taking part in the pastoral life of the school as an assistant form tutor;

Personal Attributes

- Ability to work independently, quickly and efficiently;
- Excellent time keeping and organisational skills;
- Up-to date knowledge in relation to working with, and the protection of, children and young people;
- Proven communication, organisational and interpersonal skills;
- High order administrative skills;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Confidence, tenacity, flexibility and adaptability;
- Empathy for pupils, parents, staff and the community;
- A healthy sense of humour and can-do attitude.

As a Graduate Assistant, you will be a member of the Perse staff and bound by the School's Code of Conduct.

OUTLINE TERMS AND CONDITIONS

Working Hours

Your normal hours of work will be from registration in the morning until the end of all of the School's afternoon lessons, or the end of relevant extra-curricular activities, on Mondays to Fridays (inclusive), whichever is the later, during term time¹. You are also expected to work some additional hours (including evening work where necessary) for which no overtime will be paid. Such additional hours will include, but not be limited to, participation in the School's sporting, recreational and enrichment programme and attendance at the School's School Open events, etc. Non pensionable weekend payments may be made for some authorised weekend activities in accordance with School policy.

¹ Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

Salary

The salary will be £22,588 for the duration of the fixed term contract and is inclusive of 30 days paid holiday entitlement. Salaries are payable monthly in arrears by direct bank transfer, not later than the 26th day of each month.

All members of staff who take responsibility for a team fixture or other preauthorised School responsibility on a weekend will be paid a Weekend Payment Allowance, when authorised to do so by the Senior Deputy Head. All payments will be subject to the appropriate tax and national insurance deductions and pensions auto-enrolment provisions.

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays. Other support staff benefits are outlined on the website: <https://www.perse.co.uk/vacancies/why-work-at-the-perse/>

APPLICATION PROCESS

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

Applications

Applications are to be made using the School's **online application form**, available from the School website <http://www.perse.co.uk/job-vacancies/>

Any queries from job applicants may be addressed to: recruitment@perse.co.uk or to the Director of Sport, Glenn Kirkham gkirkham@perse.co.uk

Interviews

Candidates will be invited to meet the Senior Deputy Head and the Director of Sport. Interviews are most likely to be online. The closing date is **Thursday 25th February** at midday. Interviews will be in the week beginning **Monday 8th March**.

Daniel Cross
Senior Deputy Head
drcross@perse.co.uk

Glenn Kirkham
Director of Sport
gkirkham@perse.co.uk