



stephen perse
foundation

Key Stage 2 & PE Teacher Candidate Brief

Employment status

Full time, permanent

Required from

September 2019

Job location

Dame Bradbury's School

Application closing date

25 April 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, Madingley 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 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. Each student is provided with an iPad from 11-18. We are a leader in the use of digital technology within the classroom and an Apple Distinguished School. This helps us to support our teachers and learners to have an appropriate use of these technologies.

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

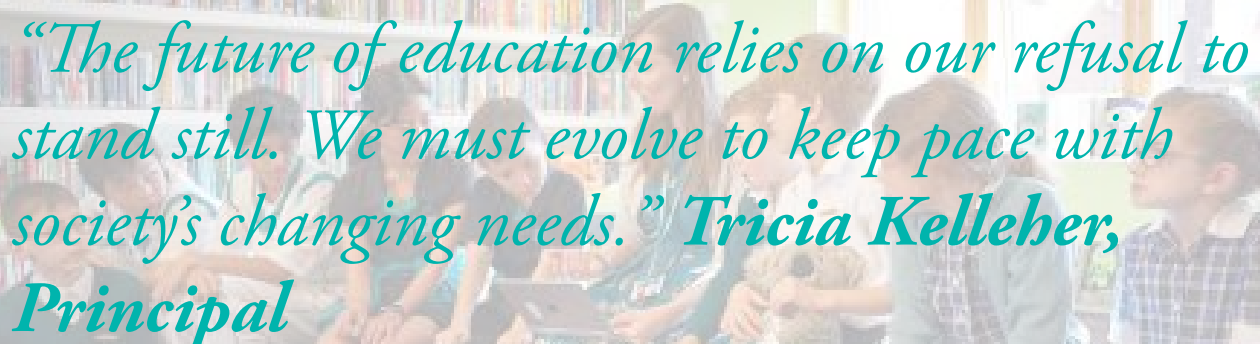
Every child that joins us takes an individual journey at Dame B's, through which they flourish and succeed. Set in the beautiful town of Saffron Walden, we pride ourselves on getting to know every child and their family.

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.

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.

We are seeking to appoint an enthusiastic and able graduate who will be committed to supporting individuals in achieving their academic potential through active learning and contribute fully to the inclusive ambitions of the sports department.

The successful candidate will have an excellent track record of innovative teaching methods and will relish the opportunity to work with our enthusiastic and well-motivated pupils, broadening their knowledge and inspiring them to achieve their very best in the classroom and on the sports field.



“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

Teacher of Key Stage 2 & PE

Responsible to: Head of School

Location: Dame Bradbury's, Saffron Walden

Key outcomes

- Actively support the core values of The Stephen Perse Foundation.
- Plan, teach and assess the learning for allocated pupils, in accordance with The Stephen Perse Foundation curriculum, policies and procedures.
- Participate in the development of schemes of work and teaching materials.
- Take responsibility for the pastoral care of allocated pupils.
- Collaborate with the 3-11 leadership team over curriculum and pastoral issues.

Main responsibilities

Teaching and Learning

- Teach the range of subjects in either Key Stage 1 or Key Stage 2
- Undertake a designated programme of teaching across all key stages
- Teach consistently high quality lessons using a range of resources
- Deliver lessons that meet the requirements of the Stephen Perse Foundation Curriculum

Effective communication and engagement with children, young people and their families

- Provide clear and accurate reports of pupil progress and targets for improvement through the agreed schedule of annual reporting and parent's evenings.
- To contribute to and participate in planned consultation meetings with parents as requested.
- Establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Provide advice and guidance to parents as required and appropriate.
- Provide support and encouragement to children.
- Use SIMs for managing data, tracking pupils, communicating its parents and locating information about pupils

Wellbeing

- To be an effective Form Teacher
- Fulfil all of the responsibilities and duties required by the Foundation's policies on teaching and learning.
- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which the post-holder is responsible.
- Plan work to meet the learning needs of allocated pupils in a consistent and effective way considering each pupil as an individual.
- Use appropriate differentiated teaching and classroom management strategies to motivate pupils and enable each to progress.
- Monitor the progress of pupils for whom the post holder is responsible, set expectations and support pupils progress towards achieving their next steps.
- Maintain appropriate records to demonstrate progress made by pupils.
- Work within the Foundation's agreed behaviour and discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.

Specific responsibilities

- Teach those subjects allocated
- Support the embedding of technology and the digital strategy, including the use of iPads, across the curriculum.
- Embed the thinking toolkit and learning characteristics within teaching and learning.
- Monitor pupil progress in subjects taught, in line with school policies.
- Maintain and update pupils' records accurately and promptly within the schools information systems.
- Encourage pupils to become independent learners and manage their personal timetables efficiently and successfully.
- Maintain a lively, stimulating learning environment inline with the Foundations guidelines
- Take responsibility for form administrative matters and to be present for form duties when required, according to hours of employment.
- Carry out a share of supervisory duties in accordance with published schedules.
- Carry out a share of cover duties for absent colleagues.
- Attend and contribute to year group planning meetings and staff meetings.
- Contribute to the programme of extra-curricular activities.
- Assist with the planning of educational visits designed to complement the teaching programme and to accompany the pupils on such trips.
- Assist with residential trips, as required.
- Contribute to and participate in School Open and Taster Events, including those held on Saturdays.
- Supervise pupils at special functions, including those held out of normal school hours.
- Assist with Entrance Assessments, as required.

General duties

- 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.
- Be proactive in identifying areas for improvement 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.
- Engage in continuing professional development as part of our community of learners.
- Attend and actively contribute to staff training.
- Take responsibility for own Health and Safety and that of pupils and colleagues.
- Complete and keep up to date

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 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.



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 (Teachers' Pension Scheme)
- Private health and dental plan subscriptions (pro rata for part time)
- A staff discount on School Fees of 25% (pro rata for part 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 Botanic Garden
- Opportunity to be involved with projects across the Foundation
- A loan of an iPad, for use whilst employed at the school
- 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 **Thursday 25 April 2019.**

Interviews will take place on **2 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.

Prior to interview please ensure that you are familiar with the SPF teaching and learning policy.



Person specification

	Essential	Desirable	Method
Qualifications	Graduate with a PGCE or an equivalent teaching qualification		Application Form Applicant's certificates at interview
Knowledge & Experience	Experienced or newly qualified, with a passion for teaching KS2 children		Application Form
Skills & Aptitudes	Inspire, motivate and engage with all our pupils Demonstrate enthusiasm and creativity in your teaching Keep abreast of curricular and technological developments Make effective use of evolving technology in your classroom practice Demonstrate active involvement in all aspects of school life Work as part of a team	Experience of classroom teaching and behaviour management of groups Experience of managing practical classroom resources Experience of using iPads and Google Drive	Interview
Personal Attributes	Commitment to the ethos of the Foundation Professionalism and integrity Energy and resilience Approachability Excellent organisational skills Flexibility Sense of humour		Interview



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