



stephen perse  
foundation

## Teacher of English (Maternity Cover) Candidate Brief

Employment status

Full time, fixed term

Required from

October 2019/January 2020

Job location

Senior School/6th Form, Cambridge

Application closing date

28 June 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, Madingley 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.

At the 6th Form you will work within walking distance of Cambridge city centre, Cambridge University Colleges, world renowned museums, galleries and the University Botanic Garden.

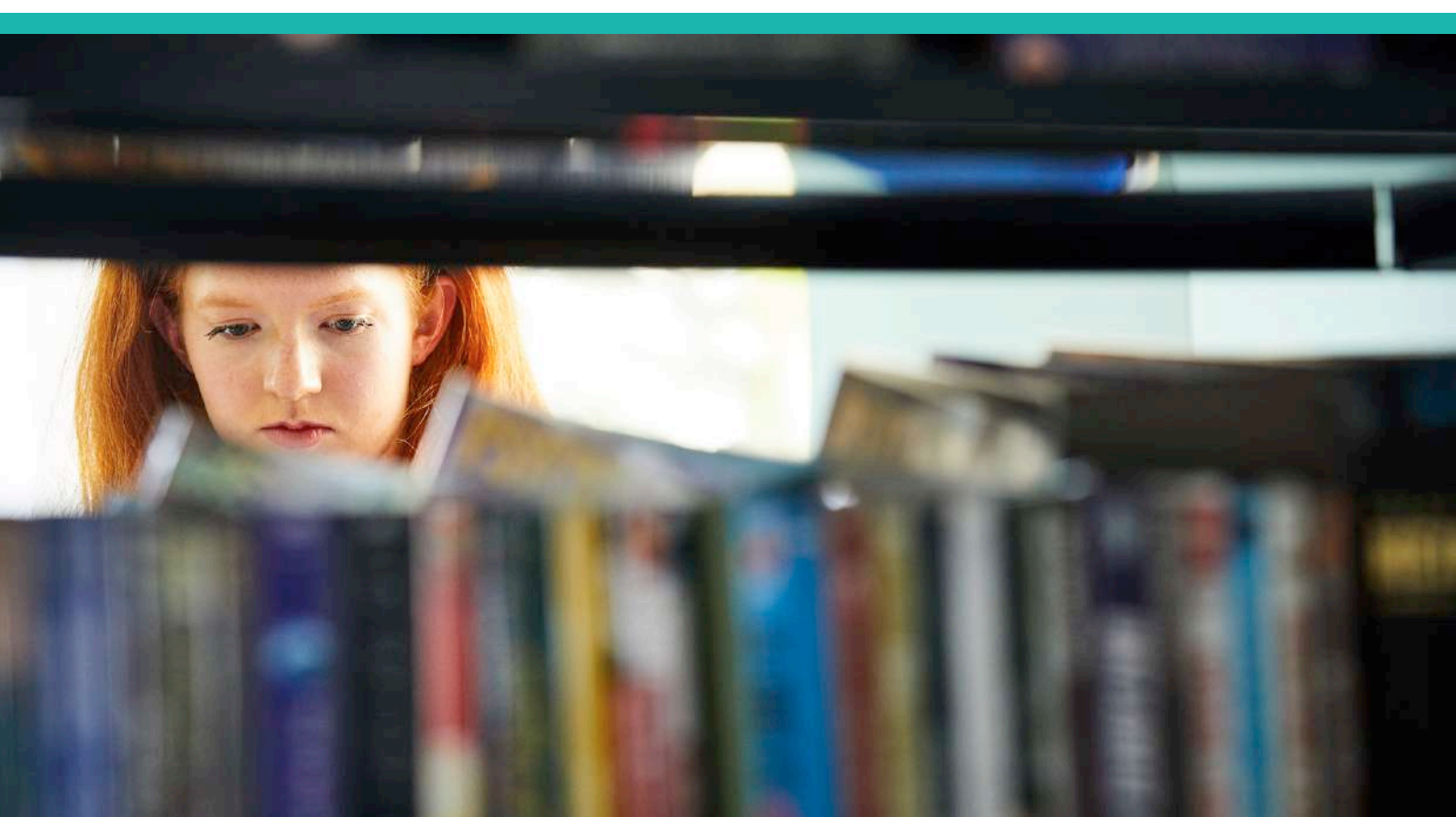


## Your role

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.



# Specific responsibilities

## Teacher of English (Maternity Cover)

**Responsible to:** Curriculum Leader of English

**Location:** Senior School/6th Form, Cambridge

### Under the direction of the Curriculum Leader of English

- Contribute to the teaching of the subject
- Contribute to cross-curricular learning and related learning programmes as appropriate
- Participate in the development of programmes of study and schemes of work
- Produce reports and provide assessment data as required

### Additional specific responsibilities

- All full time members of staff are required to take on a pastoral role within the School usually as Form Teacher or Tutor of an assigned Form or Tutor Group and to carry out related duties in accordance with the general job description of a Form Teacher or Tutor.
- Contribute to extra-curricular and enrichment activities as appropriate
- Participate in and, as appropriate, lead expeditions

### Being part of a team as a member of the English Department

- Participate in appropriate meetings with colleagues and parents as required
- Carry out a share of supervisory duties and examination invigilation in accordance with school procedures
- Carry out a share of cover duties for absent staff as required
- Take part in entrance procedures and open events as appropriate
- Contribute to the extra-curricular life of the School
- Assist in the promotion of the subject within and outside school as appropriate
- Assist in departmental administrative tasks

### Professional development as part of a community of learners

- Take part in the professional development programme
- Attend induction, training and briefing sessions as required
- Keep up-to-date with developments within school and in relation to your discipline
- Keep abreast of developments in digital learning

### 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
- 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.



# Person specification

	Essential	Desirable	Method
Qualifications	Good Honours degree or equivalent in English Literature/Language  Able to teach English to A Level	Able to teach English to IBHL  A PGCE Qualification, or equivalent	Application Form  Applicant's certificates at interview
Knowledge & Experience	Experienced or newly qualified, but a passion for teaching and the subject is essential  High quality written communication skills  Working as part of a team  Keeping abreast of curriculum developments relating to teaching of English	Some knowledge of the IB Diploma.  Experience of iPads and Google Drive	Application Form
Skills & Aptitudes	Working effectively under pressure  Motivating and engaging with all our students  Playing an active role in all activities in which the department participates		Interview
Personal Attributes	Professionalism and integrity  Dedication and enthusiasm  Energy and resilience  Approachability  Organisational skills  Flexibility  Interpersonal skills		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.

## **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.**

- 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







## Application process

Please apply directly through our online recruitment portal at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

**We are unable to accept CVs.**

The closing date for applications is noon on **Friday 28 June 2019.**

Interviews will take place on **4 July 2019.**

References will be taken up before interview.

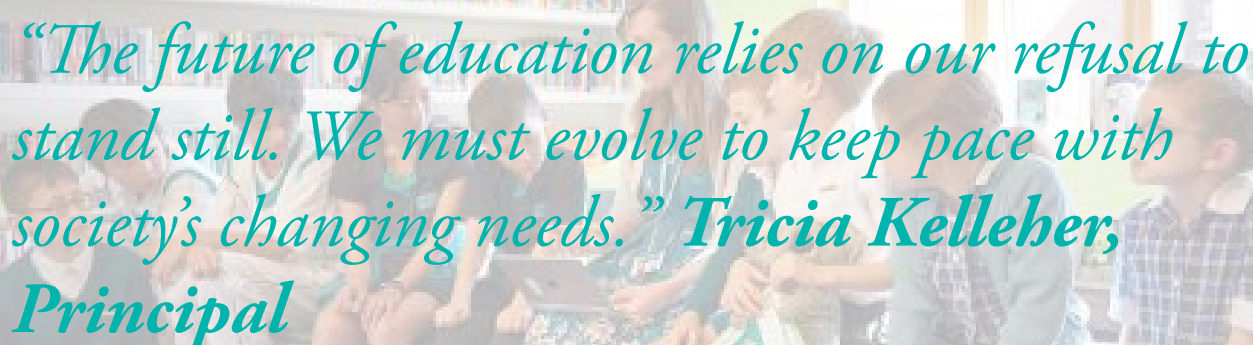
### **Invitation to interview and recruitment arrangements**

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.

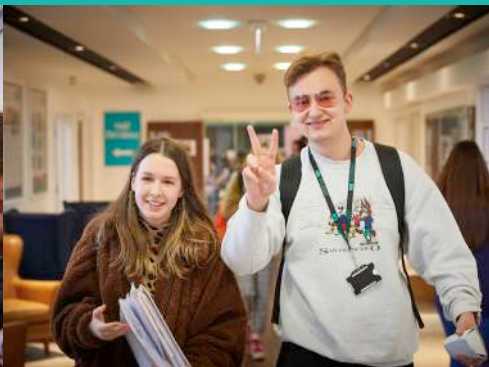
The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to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



*“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*



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