



stephen perse
foundation

Sport Intern Candidate Brief

Employment status

Term time, fixed term

Required from

September 2019

Job location

Senior/Junior School, Cambridge

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, 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, 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 Senior and Junior schools, 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.

The PE Department

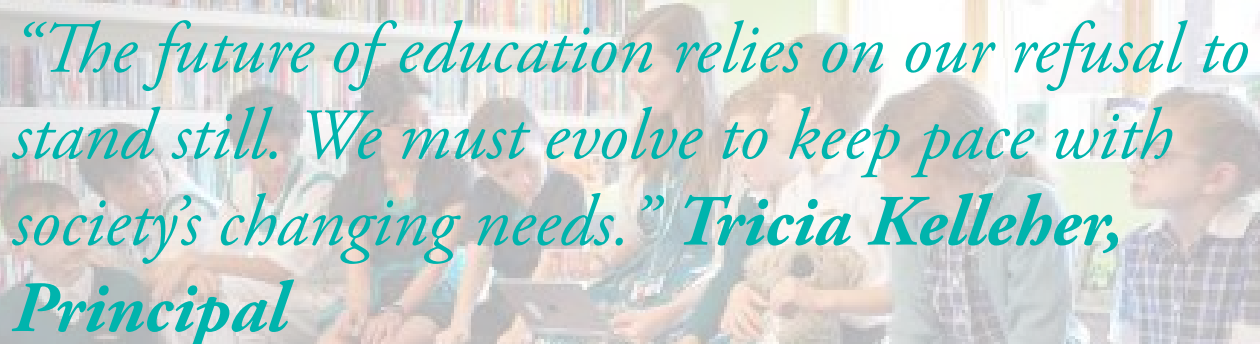
We are a dynamic team who are passionate about sport and aim to provide opportunities for all of our students regardless of sporting ability. The PE department consists of 5 full time members of staff and 7 part time members of staff, who have their own specialisms including hockey, netball, football, tennis and cricket.

We have a varied list of sports on offer to students in the curriculum and offer an extensive range of clubs which run before school, at lunch breaks and after school.

Our fixtures list provides students with a chance to represent their school in A-E teams, taking place mid-week and on Saturday mornings. We promote sport for all whilst also striving for excellence and help every child to achieve their goals.

All lessons are taught to pupils by PE specialists and their support team and this allows for a smooth transition between the key stages. A variety of sports are taught within the curriculum whilst our extensive extra-curricular programme provides opportunity for pupils to further develop their skills.

As a member of our department, you can expect to have a busy and varied timetable working alongside supportive and dedicated colleagues.



“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

Sport Intern

Responsible to: Director of Sport

Location: Senior School/Junior School

Role description: The Sports Intern will be responsible for supporting the sporting development of pupils and assisting PE staff in a thriving and busy department.

Main responsibilities to include:

- Assist in coaching a variety of sports with an emphasis on netball, hockey, football and cricket to small groups
- Take an active part in the extra-curricular life of the school; involvement in clubs, after school and Saturday fixtures is essential
- An ability to umpire, or have knowledge of umpiring skills, in netball or hockey would be an advantage
- Assist with the administrative side of the department, e.g. helping to update the website, confirming transport and fixtures etc
- Organisation of equipment in preparation for lesson and fixtures

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.

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	Educated to A Level standard	Coaching qualification	Application Form Applicant's certificates at interview
Knowledge & Experience	Excellent, confident interpersonal communication skills. Good organisation skills including personal workload organisation. Able to work accurately and meet deadlines. Work as part of a team Keep abreast of curriculum developments relating to the subject High quality written communication skills	Familiarity with iPads and Google Drive Previous experience in teaching/coaching	Application Form
Skills & Aptitudes	Strong time management skills Able to work effectively with other colleagues Flexible and willing to help with various activities Able to work without close supervision and enjoy working on own initiative		Interview
Personal Attributes	Enthusiastic. Professional attitude to colleagues, students, parents and the working environment. To show an interest in the mission and values of the School and demonstrate this in all work activities. Calm and adaptable.		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.





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.



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 University Botanic Garden
- Opportunity to be involved with projects across the Foundation





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