

Stephen Perse

Cambridge



Graduate Resident Assistant (Fixed Term)

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1818, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

Welcome from the Principal

Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan

Principal

Graduate Resident Assistant (Fixed Term) JD & PS

Responsible to: Head of Boarding and Director of Sport

Location: Boarding Houses and Stephen Perse Cambridge Senior School

Role Description

This role will provide the opportunity to develop first-hand and practical experience of working in a school and to determine whether teaching might be the right career for you. You will benefit from direct involvement with very experienced and senior staff, and will gain invaluable experience.

You will contribute to the academic life of the college, providing support to students in and out of class and possibly teaching some lessons, as appropriate to your skills and to the college's needs, all with the support and guidance of experienced staff.

You will support wider aspects of boarding. You will be expected to be resident overnight throughout term time, playing a full and supportive role both in activities and in formal duties.

You will be responsible for the preparation and delivery of activities, trips and events within and outside the College, during term time and some holiday periods, ensuring the wide engagement of students.

Whilst ensuring the security of the boarding students and executing the daily routines are of paramount importance, it is also vital that boarding staff engage with students. This should be proactive rather than merely reactive - it is through this daily interaction that good relationships are formed with the boarding students and is therefore a key part of the role of boarding staff.

This role will be offered on a 1-year fixed term contract, commencing in September 2024 until July 2025.

Main Responsibilities

In collaboration with the Head of Boarding, undertake boarding duties, which includes:

- Assisting with the 6 - 9pm weekday study sessions in the house.
- Assisting the boarding staff with welfare checks and other duties as directed by the Head of Boarding and Deputy Head of Boarding.
- Assisting students in your own area(s)

of academic expertise, such as running weekend study sessions;

- Providing a suitable programme of interactive activities in boarding houses, especially at weekends, ensuring that boarders are fully engaged.
- Supervising extracurricular sporting activities for boarders both at the weekend and in holidays if required.

In collaboration with the Director of Sport undertake duties which includes:

- Supporting sports staff in the delivery of lessons and extra-curricular clubs for both the Junior and Senior schools. Opportunities for growth in this area in line with personal interest / specialism within a sporting context.
- Organising and setting up / taking down of sports equipment before and after lessons.
- Carrying out some administrative tasks.
- Supervising students when travelling to

and from sports facilities off site.

- Attending extracurricular fixtures midweek and some Saturdays to help with supervision.

General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Undertake other duties as agreed with the leadership team.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.

- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

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 Stephen Perse 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 Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse 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.**

Person Specification

	Essential	Desirable	Assessment Method
Qualifications	Honours degree	Recognised coaching/mentoring/guidance qualifications are desirable, but not a prerequisite	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Good levels of IT literacy	Experience working in a school/college environment Experience of working with and/or mentoring young people; A clear understanding of child protection, health and safety and good practice with regards to activities and events (training will be given)	Application Form
Skills & Aptitudes	The ability to adapt appropriately and work effectively with colleagues on a range of different projects/initiatives, and also be able to work autonomously Effective time management skills to prioritise conflicting demands and meet deadlines Strong communication abilities and interpersonal skills, both verbal and written Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required	Knowledge of Google Drive, Google Docs, Sheets	Interview
Personal Attributes	A wide range of interests and a passion for making things happen Prepared to work flexible hours, including evening and weekend hours An advocate for cultural diversity Willing to play a part in the wider life of the college and to accept additional responsibilities A strong role model for young people		Interview

Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

Your normal working hours are 40 hours per week and will be flexible. They will include work within the college timetable hours, Monday to Friday, term-time only, as well as evenings and weekends to suit the activities/boarding program during term time only plus 1 week and five INSET days per academic year.

Salary

The salary will be on the National Minimum Wage scale and can be discussed at interview stage.



Benefits

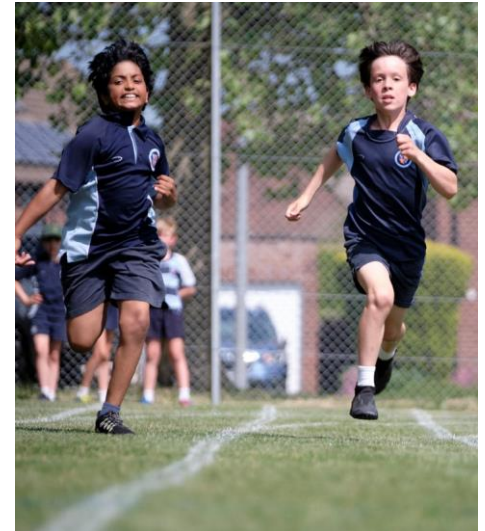
- Contributory pension scheme - matching up to 7%*
- Salary sacrifice tech and cycle to work schemes.
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- 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 (from Reception Year upwards) within Stephen Perse.

*Eligibility criteria applies.

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at www.stephenperse.com/recruitment, or email recruitment@stephenperse.com to request an application form. Please send completed application forms to recruitment@stephenperse.com. We are unable to accept CVs.

The Recruitment Process

- Closing date for applications:
Monday 20 May 2024.
- Interviews will take place:
Week commencing Monday 20 May 2024.

References may be taken up before interview.

Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse 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 eight weeks to complete.

Stephen Perse 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.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

stephenperse.com



Charity No: 1120608