



Stephen Perse

Cambridge

Head of Art JD & PS

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1881, 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

Head of Art JD & PS

Responsible to: Deputy Head Academic (11-18)

Location: Stephen Perse Cambridge Senior School and Sixth Form

The Visual Arts Department

At Stephen Perse, the Visual Arts Department currently incorporates Fine Art, Digital Art and Art Textiles. Facilities are available for 3D Sculpture and mixed media. Students are encouraged across the KS3, 4 & 5 curriculums to challenge boundaries which exist between each area of study. Visual Arts, as a whole, forms a language which complements those of the literary, mathematical, scientific and factually based subjects and is especially concerned with the development of those complex mental processes involved in the visual perception and aesthetic experience. We believe that all subjects have both academic and creative aspects to their study. The department is a creative hub for the school, and aims to develop student's visual literacy in order to inspire creative producers rather than passive consumers of today's richly textured and complex visual world.

Your Role as a Head of Department

As a Head of Department, you will play a pivotal role in ensuring that Stephen Perse



continues to be an exceptional place to learn. You will act as a bridge between the senior team and your colleagues as the Head of Visual Arts as well as all the classroom practitioners in the Department, translating the big picture into the day-to-day reality of school life and influencing policy.

As a leader of teaching and learning, you will be a role model for your colleagues -

all excellent practitioners with a passion for learning and a mind open to new ideas.

We are looking for a Head of Department who will challenge what we do and look to the future to ensure that we are meeting the needs of our students throughout all key stages and identify opportunities to develop our digital options by introducing endorsements at GCSE and A level.

Specific Responsibilities

Teaching and learning

- Leading the development of teaching and learning in the Visual Arts.
- Promoting and supporting creativity across departments.
- Planning, implementing and reviewing the curriculum within the framework of school policy.
- Building and promoting opportunities for visual literacy including thinking skills through drawing.
- Managing exhibitions and displays of student artwork across the schools (6th Form, Senior School, and Visual Arts

Centre.

- Producing and reviewing the Visual Arts Departmental Action Plan and contributing to strategic planning as required.
- Keeping under review and reporting developments within the subject and strategies for teaching and learning.
- Ensuring that the assessment of pupils is regular, appropriate and thorough and that departmental and Stephen Perse policies are followed for reporting and recording the progress and attainment of pupils.
- Organising setting and grouping arrangements as appropriate, ensuring provision for heritage learners and differentiation is addressed.
- Liaising with the SENCo and supporting the Visual Arts Department with strategies and advising on access arrangements.
- Overseeing and monitoring the marking and moderation of assessments and coursework for public examinations across the Visual Arts department.
- Managing and planning for the invigilation of practical examinations and exhibitions on site.
- Reviewing internal and external examination results and submitting exam feedback.
- Producing information and contributing to guidance to enable students to make

informed option choices.

- Promoting the work of the Visual Arts department at public occasions, including in the wider community as appropriate and via suitable publications, the website and social media platforms.
- Developing and maintaining links with SPF junior schools' arts provision to ensure progression
- Contributing to cross-curricular learning.
- Promoting the subject and enhancing the delivery of the curriculum through expeditions and extra-curricular and enrichment activities for all year groups.
- Participating or being involved in trips abroad as appropriate.
- Liaising with the trips and compliance departments with regards to safeguarding and trips abroad.
- Leading the department's work in developing suitable learning resources, including digital resources.
- Overseeing and monitoring the work and progress of pupils and liaising with year staff and parents as appropriate.
- Analysing benchmark test results and the use of tracking data to inform teaching and learning.
- Dealing with disciplinary problems that may arise and liaising with year staff

and parents as appropriate in relation to any classroom management concerns within the department.

- Contributing to entrance and selection procedures for Senior School and Sixth Form admissions, according to agreed procedures including the provision of test papers, collaboration and interpretation of results and interviewing - liaising with the families to ascertain the most suitable choices for the individual student.
- Running the scholarship programme for the department, including interviews, paperwork, selection and support once selected.
- Promoting CPD opportunities and events for members of the Visual Arts Department to take part in and to share afterwards with the rest of the department.
- Promoting links with Alumni and encouraging events with speakers in relation to Visual Arts, including annual summer exhibitions in conjunction with the development team.
- Sharing opportunities to study Visual Arts with the guidance team and supporting in finding suitable interview experiences.

Leading a team

- Working with the department to monitor the work and progress of pupils and liaising with year staff and

parents as appropriate.

- Holding fortnightly departmental meetings, with agenda and minutes, with all Visual Arts teachers and technicians when appropriate.
- Overseeing monitoring procedures in the Visual Arts: sampling marking, lesson observation, and other agreed procedures.
- Overseeing the work of teaching staff in the department, sampling marking and carrying out lesson observation, and other monitoring procedures.
- Overseeing the induction, training, professional discussions and professional development of members of staff in the department.
- Liaising with the Visual Arts department, 11-18 Senior Leadership Team and Educational Visits Coordinator to approve and oversee department trips and expeditions consistent with the Educational Trips and Visits Policy.
- Ensuring that the team of staff functions successfully by supporting and consulting staff and by managing the performance of staff within the framework of school policies and procedures and in liaison with members of senior staff.
- Advising on the deployment of staff and the allocation of curriculum time for the construction of the timetable.

- Communicating with members of the team and other colleagues as needed including regular minuted departmental meetings.
- Representing the whole Visual Arts department at Heads of Department meetings and elsewhere, and keeping staff informed of developments in the School.
- Advising members of the Senior Leadership and presenting a vision and strategy for the department as required.
- Responsible for the recruitment of new departmental staff following the safer recruitment policy.
- Supervising the work of any temporary or supply staff within the department.

Wellbeing

- Encouraging participation, delegation, constructive feedback, mentoring and/or coaching.
- Motivating and supporting your staff to develop their performance and job satisfaction.
- Using leadership styles and practices that help to support the mental wellbeing of your staff.
- Discussing strategies to manage work-based pressure/stress or external pressures and involving others where appropriate.
- Identifying and responding with

sensitivity to the emotional concerns of staff, and symptoms of mental health issues.

- Signposting a member of staff to sources of help and support within the Stephen Perse system where there are concerns for their mental health and wellbeing.

General Administration

- Managing the resources of the Visual Arts Centre and ensuring it provides a safe working environment for all staff.
- Producing and updating annually a Visual Arts department handbook including departmental policies and schemes of work.
- Preparing an annual budget for Visual Arts resources, equipment and other teaching materials, liaising with the technicians over ordering and accounting for spending.
- Meeting with the Exams Department to prepare for the exam season, listening exams and oral exams.
- Organising and checking public examination entries with the Examinations Officer.
- Managing the technicians to ensure that stock and equipment are stored, cared for and used appropriately.
- Membership of the Senior School Health and Safety Committee attendance at termly meetings.

General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- 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 or equivalent in Art or a related specialism	PGCE or equivalent	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Able to teach Art to the highest level at GCSE and Sixth Form Able to prepare students for post Sixth Form applications/study Experience in curating exhibitions and displaying student work High quality written communication skills Experience of leading a team as well as working as part of a team	A broad range of teaching experience Experience of iPads and Google Drive A practising Artist with a personal portfolio Working knowledge of Adobe Creative Suite software	Application Form
Skills & Aptitudes	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 Motivate staff Motivate and engage with students Excellent practical skills across a range of media Work effectively under pressure Play an active role in all activities in which the Department participates Take the initiative for new ventures and the responsibility for a selection of activities		Interview
Personal Attributes	Professionalism and integrity Dedication and enthusiasm Energy and resilience Approachability and Flexibility Organisational and interpersonal skills		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

Full-time.

Salary

The successful candidate will be remunerated at the appropriate point on Stephen Perse teaching scale, which is in excess of the state sector teaching scale.



Benefits

- Contributory pension scheme - Aviva Pensions Trust for Independent Schools (APTIS).
- Salary sacrifice tech and cycle to work schemes.*
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Lunch and refreshments provided during term time.
- A loan of an iPad, for use whilst employed at the school.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Access to private health and dental plan subscriptions.
- A staff discount on School Fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse.

Please note, all benefits are under periodic review and subject to change.

**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:
9am on Monday 27 April.
- Interviews will take place:
Thursday 30 April/Friday 1 May.

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