



Stephen Perse

Cambridge

## Key Stage 3 SENCo (Maternity Cover)

[stephenperse.com/currentvacancies](https://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*

## Key Stage 3 SENCo (Maternity Cover) Responsible to: SENCo 11-18

**Location: Stephen Perse Cambridge Senior School and Sixth Form**

**This role is required from September 2024.**

### The SEND department

We are a small department, highly committed to supporting students with a wide variety of needs, in the senior school and sixth form. Our approach is characterised by close and fruitful collaboration with other members of teaching and support staff, working together to support each student's learning in the broader context of their wellbeing. In addition to providing specialist intervention for SEND students, we also offer individual and small group study skills support.

### Your Role as a Leader

As SENCO for KS3 you will play a pivotal role in ensuring that SEND students and those with emerging needs can access teaching and learning. You will do this by having an informed awareness of strategies to alleviate barriers to learning, advising teachers on best classroom practice, working directly with students,

and meeting with their parents. You will also give SEND a high profile within the school community, and play a prominent part in CPD.

### Main Responsibilities

#### *Teaching and learning:*

- Ensure effective provision for students with special educational needs and disabilities throughout the school
- Lead the development of SEN provision in KS3, reporting to SENCO
- Monitor provision for students with SEND needs through formal and informal learning
- support, whether provided by school staff or undertaken by external agencies
- Work with individuals or small groups as appropriate in order to support learning needs and promote independent learning
- Keep abreast of information received from teachers, and take appropriate

action with regard to meeting student need

- Carry out classroom observations where they are deemed to be appropriate
- Assess the learning needs of students and carry out formal testing where appropriate
- Carry out a regular review of educational plans and to monitor student progress in relation to them
- Plan, implement and review the KS3 SEN provision within the framework of school policy
- Support in developing suitable learning resources, including digital resources
- Liaise with the SENCO and support the Department with the provision of strategies and advice on access arrangements

### ***Working in a team:***

- Contribute to the support of students with specific needs, including: special educational needs and disabilities (SEND), behavioural, psychological and health issues and others who are finding it hard to access a particular part or parts of the curriculum at a given time
- Liaise with students, staff, parents and external professionals as required to establish student needs and to generate appropriate plans
- Liaise with relevant staff in relation to special educational needs in the Junior schools.
- Ensure a smooth transition for students with SEND to the Senior School
- Consult with the Pastoral Deputy where appropriate
- Keep abreast of developments within the field of Special Educational Needs and Disabilities

### ***General administration:***

- Maintain accurate and up-to-date records of students with special educational needs and ensure that all interested parties are kept informed of changes to the record
- Work with (D) DSL to monitor and safeguarding SEND students
- Draft and submit referrals, and work

with external agencies, to support SEND students identified with safeguarding concerns

- Record results relating to the formal testing of students, and follow up appropriately
- Analyse relevant data and report results and recommendations arising from such analysis to students, parents and staff as appropriate
- Assist in related administrative tasks as required, including baseline tests and other screening tests
- Keep under review, and report, developments within SEN to 11-18 SENCO and wider pastoral and academic teams
- Attend pastoral and SEND meetings
- Contribute to the CPD programme as required

### ***Wellbeing:***

- Develop and implement strategies to manage work-based pressure/stress or external pressures, involving others where appropriate
- Identify and respond with sensitivity to the emotional concerns of students, and symptoms of mental health issues
- Signpost students to appropriate staff and support within Stephen Perse systems where there are concerns for their mental health and wellbeing

- Work with (D) DSL and pastoral team to support and deliver care for SEND students with wellbeing and mental health issues and safeguarding concerns; liaise with parents and external agencies as appropriate

### ***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	<div>Honours Degree</div> <div>Qualified Teacher Status</div> <div>National Award for SEN Coordination</div> <div>Level 7 Specialist Assessor qualification, or willingness to undertake training</div>	<div>Level 5 Specialist Teacher qualification</div>	<div>Application Form</div> <div>Production of the Applicant's certificates at interview</div>
Knowledge & Experience	<div>Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc.</div> <div>Commitment to CPD working towards standards and role expectations described in the Teacher Standards Framework for SENCO</div> <div>High quality written communication skills in English</div>	<div>A broad range of teaching experience in SEND for Year 7 to Y13</div> <div>Experience of supporting Year 6 to 7 transition</div> <div>Experience of iPads and Google Drive</div> <div>Previous iSAMS experience</div> <div>Experience of administration of EHCPs</div>	<div>Application Form</div>
Skills & Aptitudes	<div>Willingness to work as part of a team</div> <div>Good organisational skills</div> <div>Ability to work to deadlines and manage own work effectively</div> <div>Able to use own initiative</div>		<div>Interview</div>
Personal Attributes	<div>Professionalism and integrity</div> <div>Dedication and enthusiasm</div> <div>Energy and resilience</div> <div>Approachability and Flexibility</div> <div>Interpersonal skills</div>		<div>Interview</div>



## 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. Part-time hours will also be considered.

## 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

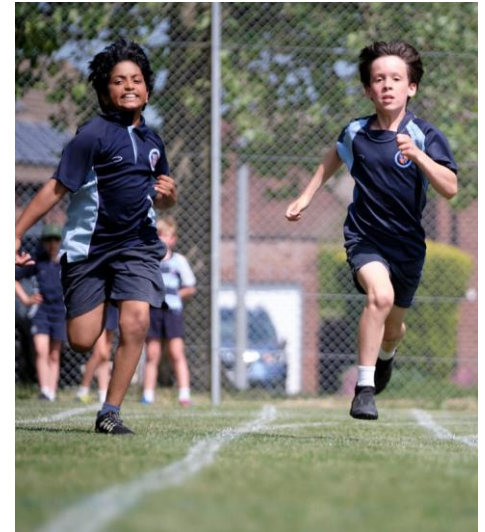
- Contributory pension scheme - Aviva Pensions Trust for Independent Schools (APTIS). \*
- Salary sacrifice tech and cycle to work schemes.
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- A loan of 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.
- 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](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form. Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com). We are unable to accept CVs.

### The Recruitment Process

- Closing date for applications:  
**Wednesday 17th April 2024.**
- Interviews will take place  
**week commencing:**  
**Monday 22nd April 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](https://stephenperse.com)**



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