



Stephen Perse

Foundation

Cover Supervisor (Zero Hours) 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

Cover Supervisor (Zero Hours) JD & PS Responsible to: Head of School

Location: Dame Bradbury's Junior School, Saffron Walden and Stephen Perse Cambridge Junior School

Role Description

We are looking to appoint an experienced classroom practitioner as Cover Supervisor to join our 3-11 team, who in the absence of the class teacher will deliver pre-prepared lessons to a high standard. The role will be based at Dame Bradbury's in Saffron Walden as your key site.

This position is being offered on a casual basis, with flexible hours.

Key Tasks and Responsibilities

- In the absence of a class teacher (sometimes at short notice), to deliver pre-prepared lessons ensuring that in doing so, children's development is continued and maintained throughout the age range of 3-11.
- In the absence of a teacher to cover designated duties before and after school and during breaks.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Provide support for small groups of identified children with the aim of boosting achievement.
- In consultation with the Senior Leadership Team, to offer support within the school when not required to cover lessons.
- Other associated teaching and learning duties as required.
- Liaise with teachers and Senior Leaders with regard to work set for a class.
- Motivate children to complete tasks.
- Collect any completed work and mark as appropriate according to the school's marking policy.
- Ensure the health, safety and welfare of children.
- Use the school's agreed referral procedures to report poor behaviour and any issues arising.
- Supervise small groups of children at the request of the Senior Leadership Team.
- Provide support to all areas of the school where required.
- Be aware of confidentiality issues linked to home/child/teacher/school/work and to keep confidences as appropriate.
- Accompany staff and children on trips/residential visits
- Undertake professional development in accordance with the requirements of the post and performance reviews.
- Comply with the requirements of equal opportunities, data protection, copyright, health and safety and other relevant legislation and school policy.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that any changes of a permanent nature shall be incorporated into the job description.

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	Degree QTS GCSE or equivalent, grade C or above in Maths and English		Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Excellent IT skills, including the ability to use Apple devices Work as part of a team High quality written communication skills Experience of working in different environments/classes at short notice	Knowledge/experience of working across Years 1 to 6 Experience of acting as cover for other teachers Experience of using iPads and Google Drive	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 Able to work accurately and meet deadlines Excellent, confident interpersonal communication skills Good organisation skills including personal workload organisation and diary management Able to work effectively with other colleagues Flexible and willing to help with various activities		Interview
Personal Attributes	Professionalism and Integrity Dedication and Enthusiasm Energy and Resilience Approachability and flexibility		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

Zero hours with assignments offered on an as required basis.

Salary

The salary will be an agreed hourly/daily rate with the successful candidate.



Benefits

- Lunch and refreshments provided*.
- Parking available at Dame Bradbury's school.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.

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 Wednesday 2 July 2025.
- Interviews will take place:
**Week commencing
Monday 7 July 2025.**

**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