

Stephen Perse

Cambridge

Senior School



Assistant Director of Sport 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

Assistant Director of Sport JD & PS (From September 2025)

Responsible to: Director of Sport

Location: Stephen Perse Cambridge Senior School and Sixth Form

Role Description

The successful candidate for Assistant Director of Sport will support the strategic leadership and operational management of the school's extensive sports programme. This role requires exceptional organisational, logistical and leadership skills to ensure smooth coordination and delivery of a high-quality sports education for all students across a range of locations, as such minibus driving is also a requirement for the role. The successful candidate will lead by example delivering high quality PE and games lessons and coaching teams in one or more sports, including our Saturday fixture programme.

Your Role as a Teacher

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. We are iPad 1-to-1 from 11 to 18 and our Junior Schools use class sets. We are a leader in the use of digital technology within the classroom and are one of only 11 schools in the UK to be an Apple Distinguished Schools. This helps us to support our teachers and learners to have an appropriate use of these technologies.

We don't need you to be a fluent or confident user of technology before you start working with us, but we will want you to have an agile and ambitious mindset that is open to adopting new techniques. Training and support are offered on a regular basis as part of formal and informal CPD and is focused on student learning.

Main Responsibilities

Departmental Leadership *Along with the Director of Sport;*

- Assist with the development of the strategic vision for Sport at the school.
- Provide visionary leadership for all aspects of Sport at the school.



- Foster an inclusive, engaging and aspirational sporting culture across the school.
- Sustain an open and transparent approach to leading all members of the PE department, along with other staff who support the PE and Games programme.
- Model and expect high standards of professionalism and sportsmanship

from both staff and students.

- Develop continuity in our provision, specifically developing the transition from KS2 to KS3.
- Develop our Sports Scholars programme to enable sporting excellence in our scholars and to attract high calibre applicants.
- Support in appraisal of PE staff providing constructive feedback and identifying areas for professional development for individual staff.
- Actively promote the department and School within the local and wider community.
- Ensure appropriate risk assessments are in place for all sporting activities.
- Attend Committee meetings, where required.
- Deputise for the Director of Sport, when required.

Logistics and Operations

- Internally, liaise with the Junior School and other Senior School departments to ensure facilities are well utilised and clashes resolved at an early stage.
- Complete external facility bookings; building relationships with local partners and sourcing new facilities where required.
- Liaise with estates teams for minibus transport requirements.

- Develop strong relationships with external providers for coach bookings.

Physical Education Programme

- Oversee and refine the PE morning programme ensuring a dynamic, balanced and focused curriculum which is aligned with student needs. This will include aspects such as the development of schemes of work and tracking of student progress.

Academic PE

- Lead and further develop established GCSE and A Level Physical Education programme including curriculum design, resources, progress tracking and examination performance analysis.
- Supporting staff in the delivery of the programme, including theoretical and practical elements and seeking out academic extension opportunities.
- Promotion of academic PE programmes through our KS3 PE programme.
- Attend relevant examination board training to stay informed of best practices.

Sports Tours

- Create a rolling programme of sports tours, building relationships with tour operators and supporting staff who are leading trips.

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	<p>Honours degree</p> <p>Driving Licence</p>	<p>A PGCE qualification or equivalent in secondary teaching</p> <p>D or D1 Driving Qualification</p> <p>NGB qualifications in one or more of our school sports</p>	<p>Application Form</p> <p>Production of the Applicant's certificates at interview</p>
Knowledge & Experience	<p>High level of subject knowledge</p> <p>Previous leadership experience e.g Head of Sport or equivalent</p> <p>Strong understanding on PE curriculum requirements</p> <p>Experience in logistics of sports programmes</p> <p>Proven ability to coach and teach PE to a high standard</p>	<p>Experience of teaching academic PE (GCSE and A Level, or equivalent)</p> <p>Experience of competitive sport to a high level</p> <p>Experience leading domestic and international sports tours</p> <p>Familiarity with sports performance tracking tools and online fixture management software e.g SOCS Sport</p>	<p>Application Form</p>
Skills & Aptitudes	<p>Dynamic, enthusiastic, energetic and able to lead by example and have the ability to inspire others and motivate our staff and students</p> <p>Excellent interpersonal skills and be able to gain the trust and confidence of staff, students and parents</p> <p>High quality written communication skills</p> <p>Excellent problem-solving skills with strong organisational abilities</p> <p>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</p>	<p>Give generously of their time, understanding that management at this level requires a substantial time commitment and that work may continue late after school and at weekends</p> <p>Engagement with social media for professional purposes</p>	<p>Interview</p>
Personal Attributes	<p>A strong personal commitment to fostering a love of sport, teamwork and physical wellbeing among others</p> <p>Professionalism and integrity</p> <p>Dedication and Enthusiasm</p> <p>Energy and Resilience</p>	<p>Approachability, flexibility and a sense of humour</p>	<p>Interview</p>

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 to include weekend fixtures and some evenings.

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 Kindergarten 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:
9am on Monday 3 February 2025.
- Interviews will take place:
Week commencing Monday 10 February 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