

# Teacher of Key Stage 1 (Part-time, Maternity Cover) JD & PS

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

## Teacher of KS1 (Part-time, Maternity Cover) JD & PS

### Responsible to: Head of PrePrep

**Location: Stephen Perse Cambridge Junior School**

### Welcome from the Head of PrePrep

The PrePrep section of our Junior School comprises 6 classes across Reception to Year 2 supported by two teaching assistants. Our pupils are curious and keen to learn; our curriculum is broad and academically challenging; our classrooms are well resourced and great places to learn and our staff work closely together including specialist teachers for French, Music, Spanish and PE. If you are looking for a great place to work with engaged pupils and parents, come and join us.

**Alice Heywood**

**Head of PrePrep**

### Role Description

To promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the School and the unique needs of each individual. This role would be equally well suited to a teacher who is early in their career and looking for a

school in which to develop their pedagogy or an experienced teacher who wishes to focus on high quality teaching and learning in an innovative way.

This position is to cover a period of maternity leave, commencing ideally in April 2026. This post is for a period of one year or upon return of the current postholder, whichever comes first.

### Your Role as a Teacher

At Stephen Perse 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. 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

#### Effective communication and engagement with children, young people and their families and carers

- Teach the range of subjects in Key Stage 1.
- To be an effective Form Teacher.
- Teach consistently high-quality lessons.
- Plan lessons that meet the requirements of the Year group and ability of the pupils.
- Provide clear and accurate reports of pupil progress and targets for improvement through the agreed schedule of ongoing assessment, annual reporting and parent's evenings.
- Establish constructive relationships

with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.

- Provide advice and guidance to parents as required and appropriate.
- Provide support and encouragement to children.

### **Child and young person development**

- Fulfil all of the responsibilities and duties required by Stephen Perse policies.
- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which the post-holder is responsible.
- Plan work to meet the learning needs of allocated pupils in a consistent and effective way.
- Use appropriate differentiated teaching and classroom management strategies to motivate pupils and enable each individual to progress.
- Monitor the progress of pupils for whom the post holder is responsible, set expectations and support pupils to progress towards achieving their next steps.
- Maintain appropriate records to demonstrate progress made by pupils.
- Work within Stephen Perse's agreed

Behaviour, Rewards and Sanctions policy to anticipate and manage behaviour constructively, promoting self-control and independence.

- Challenge and motivate pupils, promote and reinforce self-esteem.

### **Teaching responsibilities:**

- Be a role model for students.
- Complete the relevant documentation to assist in the tracking and support of students recording on the MIS system (iSAMs).
- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- Follow the Stephen Perse policies and procedures.
- Ensure the effective/efficient deployment of classroom support.
- Maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.
- Be guided by the Teaching Standards at all times in school.



### **Safeguarding and promoting the welfare of the child**

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be able to recognise when a child or young person is in danger or at risk of harm, and take action to protect him/her.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

## Supporting transitions

- Provide all required documentation and evidence to ensure effective transition between classes and schools.
- Maintain appropriate records, both academic and medical, and inform management and administrative staff of any changes to circumstances.
- Listen to concerns, recognise and take account of signs of change in attitudes and behaviour.

## Multi-agency working

- Show an awareness and knowledge of the range of other agencies/ professionals that are available to support the achievement and progress of pupils.
- Establish constructive relationships and communicate with other agencies/ professionals to support pupil achievement and welfare.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.

## Sharing information

- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Use clear language to communicate

information unambiguously to others including children, young people, their families and carers.

- Liaise between senior staff/teaching staff and teaching assistants at Stephen Perse.
- Attend staff meetings, open and INSET days.
- Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
- Make an active contribution to the policies and aspirations of Stephen Perse.

## Administration/Other

- Organise, manage and maintain an appropriate learning environment and resources.
- Be responsible for the pastoral care of the class and maintain the attendance register accurately.
- Undertake a reasonable allocation of in school hour duties and an after school club.
- Fulfil all of the requirements and duties set out in the current pay and conditions documents relating to the conditions of employment of teachers.
- Achieve any performance criteria or targets arising from the Stephen Perse performance management arrangements.

## Equalities

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement.

## 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
<b>Qualifications</b>	QTS or equivalent	Further professional qualifications associated with this role	Application Form Production of the Applicant's certificates at interview
<b>Knowledge &amp; Experience</b>	<p>Experience of being a Key Stage 1 class teacher</p> <p>Able to demonstrate enthusiasm, energy and creativity in their teaching</p> <p>Able to demonstrate flexibility in their classroom practice</p> <p>Confident using technology in their classroom and professional practice</p> <p>Committed to pupils attaining the highest possible levels of achievement</p> <p>Able to manage support staff and work in a team</p> <p>Able to demonstrate active involvement in all aspects of school life</p>	<p>Familiarity in using iPads and Google Suite for teaching and learning</p> <p>Experience of cross curricular planning</p> <p>Experience of leading off-site trips, or taking learning beyond the classroom</p> <p>Experience in teaching EYFS</p> <p>Experience of supporting or leading Forest School</p> <p>Desire to take a lead role in school such as for school council or eco-committee</p>	Application Form
<b>Skills &amp; Aptitudes</b>	<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>A good communicator with adults and children</p> <p>Able to work harmoniously and effectively with the Principal, colleagues, parents and members of the community</p> <p>Committed to own professional development</p>	<p>Ability to support other staff in leading Continued Professional Development sessions using expertise</p> <p>Engagement with social media for professional purposes</p>	Interview
<b>Personal Attributes</b>	<p>Professionalism and integrity</p> <p>Dedication and enthusiasm</p> <p>A flexible approach to the working environment</p>		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

Part-time, 4 days - Tues to Fri.

## 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](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:  
**9am on Wednesday 4 February.**
- Interviews will take place on:  
**Monday 9 February 2026.**

**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](http://stephenperse.com)



Charity No: 1120608