



Stephen Perse

Cambridge

Junior School

# Teaching & Learning Assistant 5-11 JD & PS

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

## Teaching & Learning Assistant 5-11 JD & PS

Responsible to: Deputy Head of Stephen Perse Cambridge Junior School

Location: Stephen Perse Cambridge Junior School

### Role Description

The successful candidate will be a Teaching and Learning Assistant (TLA) supporting the classroom teachers to facilitate the active participation of pupils in the academic and social activities of the school and contribute to raising standards of achievement of all pupils. They will support the Class Teacher to facilitate a high standard of physical, emotional, social and intellectual care for pupils.

### Main Responsibilities

#### Support for pupils

- Contribute to a programme of age-appropriate activities designed to stimulate the pupils you are working with.
- Contribute to observations of individual pupils and contribution to individual online learning journeys.
- Keep an accurate record of achievement on your key pupils.
- Be a proactive team member, offering appropriate support to your colleagues.

- Be the named ELSA (emotional literacy support assistant).
- Liaise with and support parents and other family members under direction of the teacher.
- Be flexible within the working practices of KS1 and/or KS2, and be prepared to help where needed, including domestic jobs within KS1, e.g., preparation of snacks, cleaning equipment, etc.
- Work with colleagues to ensure that the Stephen Perse educational vision is reflected.
- Record accidents according to procedure and make sure that parents are informed of any accidents that have taken place.
- Look at Junior School as a 'whole', where your help is most needed and how you can most effectively meet the needs of the pupils in your care.
- Respect the confidentiality of information received.
- Develop your role within the team, especially your role within KS1/KS2.

- Help to make sure that the environment meets the needs of pupils, reflecting their cultures and religious backgrounds, and stages of development.



**Under the direction of the class teacher or specialist teachers, supervise a class following a programme of study**

- Take responsibility for delivering learning activities with groups who

would benefit from a different learning approach as agreed with the relevant teachers.

- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Support the teaching of Read Write Inc (leading a phonics session with a small group of children).
- Liaise with specialist services on behalf of individual pupils, e.g., educational psychologists, speech therapists, by agreement with the Form teacher or class teacher.
- Encourage and promote inclusion in the classrooms, ensuring all pupils are involved with tasks and activities.
- Ensure the safety of pupils through supervising pupils around the school, during their break times, lunch times and on school trips and visits.
- Be a positive role model when promoting the pupil's "learning habits".

### **Support for the curriculum**

- Support the development of a high-quality Stephen Perse curriculum and the Early Years Foundation Stage curriculum
- Provide targeted support to enhance learning and improve attainment

within the classroom environment.

- Support the enthusiastic delivery of a digital curriculum, seeking support to enhance your skill level as required
- Engage with the Teaching and Learning Policy, ensuring professional practice adheres to the principles within it.

### **Support for the colleagues**

- Contribute to the development of PEPs for pupils with special needs and disabilities.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to the school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the class.

### **Support for the class teachers or specialist teachers**

- Contribute to reports on pupil progress and development.
- Contribute to the development of

PEPs for children with special needs and disabilities.

- Contribute to the planning and evaluation of work programs for individual pupils and groups.
- Provide feedback on learning activities and contribute to the school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the class.
- Take initiative and respond flexibly to situations arising, taking positive action in line with Stephen Perse policies and ethos.

### **Support for the school**

- Develop and maintain effective working relationships with other staff in the School and the parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- When required, attend and actively participate in staff meetings.
- When required attend and actively participate in school events outside of the school day for example concerts, workshops, residential trips and open

days.

- When required, be flexible in working with other parts of Stephen Perse.
- Make suggestions for school events and help with the organisation of them.

### 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	<p>Suitable qualification in supporting learning in schools</p> <p>English and Maths, GCSE Grade C (or equivalent)</p>	<p>First Aid Certificate</p> <p>NVQ Level 2 or higher (or equivalent qualification)</p> <p>ELSA (Emotional Literacy Support Assistant) Qualification</p>	<p>Application Form</p> <p>Production of the Applicant's certificates at interview</p>
Knowledge & Experience	<p>Previous experience of working within KS1/KS2 classrooms</p> <p>Digitally competent in using IT to support children's learning</p> <p>Ability to complete observations and plan activities that respond to children's needs</p>	<p>Familiarity with iPads and Google Drive</p> <p>Knowledge/experience of Read Write Inc.</p>	<p>Application Form</p>
Skills & Aptitudes	<p>Understanding of young children's development</p> <p>Ability to plan an engaging learning environment for young children</p> <p>Ability to relate well to young children and to adapt to changing circumstances</p> <p>Appropriate use of initiative</p> <p>Ability to maintain discipline in an age-appropriate way</p> <p>Willingness to train as an ELSA</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>Interview</p>
Personal Attributes	<p>Willingness to work as part of a team</p> <p>Really enjoy working with children</p> <p>A sense of responsibility and confidentiality</p> <p>Enthusiastic approach and cheerful disposition</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.

## Salary

Monday to Friday, 08:00 - 17:00, term-time only, working 42.5 hours per week. You may wish to consider extended hours to support out breakfast club provision (07:30 - 08:00) and/or our Late Stay provision (17:00 - 18:00).



## Benefits

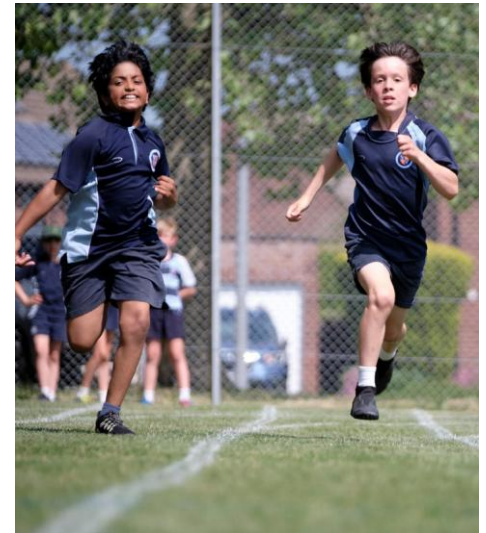
- Contributory pension scheme - Aviva Pensions Trust for Independent Schools (APTIS).
- Salary sacrifice tech and cycle to work schemes.
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- A loan of an 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.
- 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 (from September 2025).

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

## 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:  
**9am on Friday 20 June 2025.**
- Interviews will take place:  
**Week commencing  
Monday 23 June 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](http://stephenperse.com)**



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