



Stephen Perse

Cambridge

Junior School

# Lunchtime and Late Stay Supervisor 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*

# Lunchtime and Late Stay Supervisor JD & PS

Responsible to: Head Stephen Perse Cambridge Junior School

**Location: Stephen Perse Cambridge Junior School**

## Role Description

We are seeking a proactive, caring and reliable Lunchtime and Late Stay Supervisor to join our dedicated team.

The successful candidate will be responsible for the health and safety, wellbeing and positive engagement of our pupils from Years 1-6 during non-curricular times including lunchtime breaks, and after-school homework and play sessions. They will facilitate the smooth running of lunchtime play for our Year 1 - 6 pupils. They will support the rest of our team in creating a safe, caring, stimulating environment for pupils in our after-school provision. They will support the team to facilitate a high standard of physical, emotional, social and intellectual care for pupils; and help implement an agreed daily routine, including ensuring that registers are kept accurately and in a timely manner.

This role is vital for maintaining a supportive and consistent environment for children, bridging the gap between the

academic day and home time.

values and "learning habits".

## Main Responsibilities

### Pupil Supervision & Welfare:

- Lunchtime support for the class teachers, form teachers or specialist teachers
- 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.
- Proactively manage pupil behaviour and discipline in line with school policies and codes of conduct, de-escalating situations calmly and effectively to support a positive and respectful environment
- Encourage and promote inclusion during play, ensuring all pupils feel involved and valued.
- Oversee the safe movement of children on and off school transport, ensuring all pupils are accounted for.
- Act as a positive role model, consistently promoting the school's

### Activities & Engagement

- Contribute to, and at times lead, a programme of age-appropriate activities designed to stimulate and engage pupils.
- Support after-school homework sessions, providing guidance and encouragement to pupils across KS1 and KS2 to foster independent learning.
- Take responsibility for delivering specific play activities with groups of children, particularly those who may benefit from a different learning approach, as agreed with teaching staff.
- Help to make sure that the environment meets the needs of pupils, reflecting their cultures and religious backgrounds, and stages of development.

### Communications & Collaboration

- Develop and maintain effective working relationships with other staff

in the School and the parents or carers.

- Feedback any information about pupils with reference to pastoral or academic concerns clearly with teaching staff.
- Respect the confidentiality of information received.

### Health, Safety & Administration

- Administer basic first aid for minor incidents as required. For more serious concerns, ensure pupils are taken to the School Office for further care.
- Accurately record all accidents and incidents according to procedure and make sure that parents are informed of any accidents that have taken place.
- Contribute to the maintenance of a safe, clean, and healthy environment. This may include light domestic duties such as preparing snacks or cleaning equipment, particularly within KS1.
- Uphold data protection principles at all times, ensuring the confidentiality of all pupil and school information.

### 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	First Aid Certificate	Teaching and Learning Assistant NVQ Level 3	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Previous experience of working within a primary school setting	Familiarity with 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 Understanding of children's development Ability to relate well to children Ability to use initiative Ability to adapt to changing circumstances Ability to maintain discipline in an age-appropriate way	Enjoy outdoor activities and learning outside	Interview
Personal Attributes	Willingness to work as part of a team Enjoy working with children A sense of responsibility and confidentiality Enthusiastic approach Cheerful disposition Well organised and calm		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

25 hours per week, Monday to Friday working 12:00-17:00. This role is term time only, working 35.2 weeks per year.

## Salary

£13,701 per annum (£25,921 FTE). As this role is starting part way through the academic year, the salary will be pro-rated based on the start date.



## Benefits

- Contributory pension scheme - matching up to 7%
- 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.
- 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>





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

- Interviews will take place as we receive suitable applications.

**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