



Stephen Perse

Cambridge

Senior School



Lead SENCO (11-18) 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

Lead SENCO (11-18) JD & PS

Responsible to: Deputy Head Pastoral (11-18)

Location: Stephen Perse Cambridge Senior School and Sixth Form

The SEND department

We are a small department, highly committed to supporting students with a wide variety of needs, in the Senior School and Sixth Form. Our approach is characterised by close and fruitful collaboration with other members of teaching and support staff, working together to support each student's learning in the broader context of their wellbeing. In addition to providing specialist intervention for SEND students, we also offer some individual and small group study skills support.

Your Role

As the Lead SENCO (11-18), you will be instrumental in ensuring that students with special educational needs (SEND) and those with emerging needs can fully engage in teaching and learning. The Lead SENCO (11-18) line manages a team consisting of the SENCO KS3, SENCO KS4, SENCO KS5, Specialist Teacher and Teaching Assistants. You will collaborate with the Senior Leadership Team to

develop a strategic SEND policy that aligns with the Code of Practice, overseeing its implementation and coordinating specific provisions to support individual students. Additionally, you will provide professional guidance to colleagues, working closely with staff, parents, and external agencies to create a supportive and inclusive learning environment for all students.

Principal Responsibilities

- Have a strategic overview of provision for pupils across the Senior School and Sixth Form with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Put provision in place to ensure the progress of pupils with SEN relative to those without SEN.
- Lead and manage the SEND department and all SEN staff.
- Oversee, plan, implement and review the SEND provision for students across 11-18.
- Assess the learning needs of students and ensure the provision of formal



testing and screening where appropriate to enable access arrangements to be in place with examination boards.

- Participate in regular training for JCQ/CAIE access, neurodevelopmental assessment referrals and SEND Early Help referrals.
- Administer EHCPs.
- Carry out a regular review of

educational plans and monitor student progress in relation to them.

- Liaise with the KS3, KS4 and KS5 Assistant SENCOs and support teaching staff with the provision of strategies and advice on access arrangements.
- Ensure that the Senior Leadership Team is informed about current good practice and legislation relating to SEN and inclusion, and that policies and practices relating to SEN are up to date.
- Collect and interpret specialist assessment data to inform practice.

Being part of a team

- Liaise with students, staff, parents and external professionals as required to establish student needs and to generate appropriate plans.
- Liaise within the SEND team to facilitate KS2 to KS3 and KS4 to KS5 transition.
- Work with the Head, Deputy Heads, teachers and pastoral teams to ensure all pupils' learning is of equal importance and that there are high and realistic expectations of pupils.
- Identify training needs for staff and how to meet these needs, including leading relevant INSET sessions for staff.



General Administration

- Maintain accurate and up-to-date records of students with special educational needs and ensure that all interested parties are kept informed of changes to the record.
- Record results relating to the formal testing of students, and follow up appropriately.
- Analyse relevant data and report results and recommendations arising from such analysis to students, parents and staff as appropriate.
- Assist in related administrative tasks as required, including baseline tests

and other screening tests.

- Provide or contribute oral or written assessments, reports and references as required for individual pupils.
- Keep under review, and report, developments within SEND to the Deputy Head Pastoral and wider pastoral and academic teams.
- Attend pastoral and SEND meetings.

Student Wellbeing

- Develop and implement strategies to manage students' work-based pressure/stress or external pressures, involving others where appropriate.

- Identify and respond with sensitivity to the emotional concerns of students, and symptoms of mental health issues.
- Signpost students to appropriate staff and support within the School's system where there are concerns for their mental health and wellbeing.

Professional Development

- Take part in the School's professional development programme.
- Attend induction, training and briefing sessions as required.
- Keep abreast of developments within the field of Special Educational Needs and Disability.

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>Qualified Teacher Status</p> <p>National Award for SEN Coordination</p>	<p>Level 5 Specialist Teacher qualification</p> <p>Level 7 Specialist Assessor qualifications</p>	<p>Application Form</p> <p>Production of the Applicant's certificates at interview</p>
Knowledge & Experience	<p>Experience of leading and provision of SEN support across KS3-KS5</p> <p>Experience of current developments in the secondary curriculum regarding SEN/Learning Support</p> <p>A broad range of teaching experience in SEND for Year 7 - Year 13 including experience with high-achieving students</p> <p>Experience of managing exam access arrangement (GCSE and A levels) for SEN students</p> <p>Experience of administration of EHCPs</p> <p>Working towards standards and role expectations described in the Teacher Standards Framework for SENCO</p>	<p>Previous SENCO experience in secondary setting</p> <p>Experience of supporting transition at all relevant stages 11-18</p> <p>Experience of making Neurodevelopmental Assessment Referrals and of SEND Early Help</p> <p>Data analysis skills, and the ability to use data to inform provision planning</p>	<p>Application Form</p>
Skills & Aptitudes	<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>Ability and willingness to work as part of a team</p> <p>High quality written communication skills and good organisational skills</p> <p>Ability to work to deadlines</p> <p>Ability to manage own work effectively and use own initiative</p>		<p>Interview</p>
Personal Attributes	<p>Professionalism and integrity</p> <p>Dedication and enthusiasm</p> <p>Energy and resilience</p> <p>Approachability and flexibility</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, Monday to Friday.
Working 8:30-4:30pm.

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 Wednesday 27 November 2024.**
- Interviews will take place: **Week commencing Monday 2 December 2024.**

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

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stephenperse.com



Charity No: 1120608