



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Teacher of English**

Start Date: September 2024

Closing Date: 9am on Tuesday 7th May 2024

Interview Date: W/C Tuesday 7th May 2024

Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.



Mrs. Patricia Adams, Headmistress

About St Mary's School



St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!



St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Pension Scheme (TPS or TPT support staff)
- 30% fee Remission at St Mary's
- 25% fee Remission at Thorpe House
- Subsidized staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.

Teaching and Learning at St Mary's

Professional trust and teacher autonomy are important to us. There is some flexibility when it comes to how and what you teach, and you will have more occasions to invest in creative planning and teaching, taking opportunities to follow the passions of the class whilst delivering an effective curriculum. We do not expect you to adhere to explicit and directed lesson formats, writing lesson objectives on the board or following a prescribed lesson order. When our students change class, they move in an orderly fashion to their next lesson, taking responsibility for their own behaviour. Our students are taught in an environment where engagement and quality work is expected of everyone. In addition, there are pedagogical benefits to smaller class sizes. You will get to know the unique attributes of each student, giving them increased levels of attention and building productive classroom relationships that enable your students to excel.



Staff professional development is given a high priority at St Mary's. The professional development process is aimed at cultivating great teachers who can flourish in our environment and meet our pedagogical standards. You will have the opportunity to contribute to working parties, a Teaching and Learning forum, speak at the regular 'Gold Nugget' best practice slot, write for the T&L newsletter and enjoy the buzz around our Open Classroom events. CPD is encouraged and generously funded. We want our teachers to be the best they can be and recognise that a culture of continuously learning is a crucial component of supporting and developing our staff.

The Role – Teacher of English

This is an exciting new role at St Mary's School for an enthusiastic full-time English Teacher.

English is taught throughout Senior House from Year 7 to Year 13, some in mixed ability classes, and some in ability sets. At GCSE, we teach the Language specification from Edexcel iGCSE. For Literature we follow the AQA specification. For the very few students who require additional support we run a Functional Skills course. Examination results at GCSE are consistently high. At A level, Edexcel Literature is studied through units exploring 'Comedy' and 'Science and Society'. Our A level results are again consistently high – 100% pass rate in the last few years, with pupils choosing to read English at university in most years.



The Department has seven (full and part time), teachers some of whom have other responsibilities within the school. We are a collaborative department, and value the creation and sharing of resources. There is an ongoing discussion of good practice, and a standing item in our department meetings is a reflection about what has gone well in a particular lesson each week, or an opportunity for a micro CPD event. We all teach the same topic or text to the same classes at the same time within a year group which facilitates constructive discussion about teaching strategies, and means that department staff can collaborate on the creation of resources. This debate and exchange of ideas is constantly feeding into our lesson planning ensuring that we respond to the needs of particular classes at a particular time. We have developed booklets for teaching some aspects of the curriculum and are gradually resourcing other units with similar booklets to mitigate staff planning and preparation. We have made some exciting changes to our curriculum at KS3 and are in the process of developing an innovative thematic curriculum that blends canonical and non-canonical texts. The department is well resourced, and much is available to facilitate the teaching of Literature and Language.

There are two specialist teaching rooms in a modern building, both of which have interactive whiteboards. We also work closely with the Learning Support Department to identify and support those with specific learning needs.

Reading lessons are an integral part of the teaching of English at St Mary's, and students are expected to read widely in their spare time, preparing them for the challenges of textual study at GCSE and A level. Staff actively promote reading and communicate, through example, that reading is an essential part of helping students learn effectively in English. We work closely with the Librarian and share events to promote a love of reading. Students are also encouraged to enter writing competitions, and we have had success here both at a local and at a national level.

The appointment of a full time English teacher is an opportunity for an enthusiastic, able graduate to join a strong department which places emphasis on active, academic learning and on challenging each girl to be ambitious learners. We welcome applications from ECTs who will be fully supported in the role. What is important to us is enthusiasm, a willingness to embrace challenge and a desire for continuing professional development.

Staff play a crucial part in the marketing of the school and attend all Open events, as well as our annual evening Carol Service and Saturday morning Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.



Main Duties

General duties	To plan, prepare and teach well structured lessons as required by the department in line with the Teacher's Standards.
	To set homework and mark written work regularly according to the department policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
	To set, supervise and mark school examinations, and NEA, for public examinations
	To assess, record and report on the development, progress and attainment of pupils, and to communicate this information to parents via written reports and parents' evenings.
	To provide written information for UCAS, and other similar forms when required
	To keep records of attendance at lessons as required
	To set high expectations which inspire, motivate and challenge pupils.
	To consult with the Head of Department about any problems occurring over academic matters.
	To keep records of books distributed.
	To promote good progress and outcomes by pupils.
	To invigilate public examinations as required.
	To demonstrate good subject and curriculum knowledge.
	To contribute to extra-curricular activities.
	To continually review methods of teaching and programmes of work, and participate in arrangements for further training and professional development.
	To liaise with Form Tutors or Heads of Section about serious discipline problems or any other difficulties pupils may cause, or appear to be having.
	To attend departmental, staff, parents and INSET meetings.
	To be able to adapt teaching to respond to the strengths and needs of all pupils.
	To attend assemblies.
	To maintain good order and discipline among pupils and safeguard their health and safety.
	To provide cover for absent staff.
	To act as a form tutor as required.



Candidate Specification

Education	Good honours Graduate in English / English Literature.
	Qualified Teacher status.
	Evidence of continuing Professional Development and a commitment to personal lifelong learning.

Skills	An outstanding classroom practitioner who leads by example.
	An effective and supportive team member
	Skilled at monitoring and evaluating student progress.
	Able to motivate students and raise their aspirations through a range of strategies.

Experience	Successful secondary phase teaching experience.
	Experience of teaching the subject to Key Stage 3 and Key Stage 4 (experience of teaching the subject to Key Stage 5 would be desirable).
	Experience of successful strategies for raising students' achievement with innovative pedagogy.
	Secure ICT/ technology skills and be interested in using ICT/ technology in the classroom.
	Proven willingness to embrace new ideas and methodology.
	Excellent subject knowledge.

Attributes	Support the Christian ethos and values of the school.
	Be flexible and resourceful.
	Enjoy working in collaboration with others; a team player.
	Display moral, intellectual and personal integrity and authority.
	Be committed to equality of opportunity, community cohesion and student social mobility.
	Have resilience and stamina combined with a good sense of humour.
	Be self-reflective, demonstrating a willingness to be a life-long learner.

Professional Knowledge	The importance of current educational issues and developments in improving standards.
	Debates concerning subject pedagogy informed by research led practice.
	Ideas around the science of learning and how this can be harnessed within the classroom.

Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form which can be obtained from the HR Administrator at hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to hradmin@stmarysgx.co.uk

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am on Tuesday 7th May 2024

Interview date: W/C Tuesday 7th May 2024

Salary: Competitive