



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Head of Chemistry**

Start Date: September 2024

Closing Date: 9:00am on Friday 22nd March

Interview Date: W/C Monday 25th March 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 – Head of Chemistry

We are looking to appoint an enthusiastic and inspirational Head of Chemistry with energy, vision and a commitment to innovation. The successful candidate will join our thriving and successful Science Department from September 2024. The post would suit an experienced Chemistry Teacher who is committed to teaching at the highest standard and raising aspirations and achievements of our students.

The Science Department currently consists of six members of teaching staff supported by a two Technicians. The vast majority of science teaching takes place in four dedicated and well-equipped laboratories, one of which has undergone a full refurbishment in 2022. Science is taught in Years 7 and 8 to develop the skills and knowledge that will be required for GCSE study. In Year 9, pupils start taking the Sciences as separate subjects, with the Biology, Chemistry and Physics GCSE courses being commenced. Some of the key foundation topics are covered, along with important scientific investigative skills, both practical and theoretical, to set pupils up for the Combined Science Trilogy AQA GCSE course. There is also an option to take all three separate sciences at GCSE. In the Sixth Form, students are encouraged to study three A levels plus an EPQ. In Science, the teachers follow AQA specifications for A-levels in Biology, Chemistry and Physics.

Teaching and the Curriculum

The science curriculum at St Mary's School is designed to support our learners in their development to become scientifically literate citizens of the 21st century. It builds on our inquisitive nature about the world in which we live and makes us question things, and by questioning we solve problems and advance our own understanding of the world. Even for those students who do not go on to pursue a career in science, it is essential that they have an understanding of how science impacts on their lives. How else can they make informed decisions in an increasingly technological world? Science is the perpetual search for understanding and explanation, and this starts in school science lessons.

We ensure that students have a firm scientific knowledge and skill base to progress with confidence through the Key Stages and finally progress into the wider world with the scientific tools required to pursue their individually chosen further study and future career pathways.

There are numerous opportunities for professional development both within the department and the school, including subject specific training and leadership training. The NPQ suite of qualifications are available to those who wish to pursue them.



Main Duties

Main Duties	Overseeing the strategic direction and development of Chemistry in line with the school's aims, policies and ethos.
	To contribute to the School Strategic Plan through the development and implementation of an appropriate Departmental Improvement Plan.
	To ensure that the Chemistry specific parts of the Science Department Handbook are thorough and up to date.
	To implement a rigorous and ambitious curriculum at A-Level and GCSE based on the published specifications which enables excellent student progress and attainment.
	Keeping abreast of developments in Chemistry and teaching methods.
	Coordinating the regular testing, recording of results and academic tracking of classes for Chemistry and coordinate the provision and marking of end of year examinations and mock examinations.
	Tracking progress of pupils and follow up by setting targets where appropriate.
	Developing and sharing teaching and learning resources.
	Setting high personal and professional standards in all aspects within your subject area and acting as a professional role model for others in your subject area and the faculty in general.
	Taking a lead in promoting Chemistry within the school and beyond including relevant career opportunities and experiences for students.
	Producing displays to create an attractive learning environment.
	Supporting the development and training of other members of the department in your subject area and also be willing to contribute to the development of any ECTs and trainee teachers when appropriate.
	Actively encouraging and promoting the use of ICT as a teaching strategy within your subject area.
	Contributing to the department's cross curricular initiatives, cross subject projects and activities programme.
	First class teaching throughout the School in a manner appropriate to students' ages and abilities.
	Assessing and recording students' progress in accordance with departmental and School policies.
	Promoting and teaching KS3/GCSE/A-Level through well-planned and well delivered teaching that is consistently good or outstanding over time.
	Maintaining professional skills through INSET and our Continuing Professional Development programme.

Main Duties

Team Management	Working with the Head of Science to carry out the lesson observations and appraisals of department staff, and any subsequent identification monitoring of targets, coaching and mentoring.
	Identifying and supporting CPD opportunities for department staff.
	Ensure that members of the department are familiar with departmental schemes of work and published specifications and that they are followed appropriately.
	Ensuring that 'good practice', in terms of both teaching and learning, documentation and professionalism is shared and upheld throughout the department.
	Producing information regarding the costing and justification of items for the department's annual budget submission.
	Providing induction for, and guidance to, new staff in syllabus, resources, procedures for marking, reporting etc.; ensuring effective supervision of probationer teachers, the department.
	To oversee the writing of reports by staff within the department, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met.
	Support recruitment, retention, management and development activity within the Science Department, ensuring the strongest possible staff team.

Administration	To arrange regular meetings of the department and to pass minutes of these meetings to the Head of Science and Headmistress.
	Helping to organise appropriate co-curricular opportunities and experiences (e.g. educational trips) to enhance the enrichment and learning of students in your subject area, and also contribute to the provision of the general co-curricular programme of the Science Department.
	To arrange staffing and rooming of the department's timetable in consultation with the Head of Science.

Main Duties

<i>Pastoral</i>	Monitoring the work and progress of pupils, including those with specific learning needs.
	Contributing to the co-curricular life of the School through the Co-curricular Programme or other appropriate commitment.
	Taking part in the pastoral life of the School as a Form Tutor.
	To carry out supervisions and to cover for absent colleagues as requested.
	Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
	Any other tasks or responsibilities that may reasonably be assigned by the Headmistress
	Select and work with visiting speakers, whether internal or external professionals, to enhance taught lessons and provide expertise where needed.





Candidate Specification

Leading and Teaching	Experience of teaching Chemistry across multiple key stages.
	Ability to lead and support colleagues in the teaching and learning of Chemistry across all key stages.
	Ability to adapt teaching and learning activities and topics where needed to meet the learning needs of students to help them engage fully with the curriculum.
	Use a range of teaching and learning strategies to actively engage and support all students.
	To lead the Department with effective teaching, professional vision and knowledge..
	Planning and preparing schemes of work, lessons and homework.
	Positive effective strategies for behavior management.

Knowledge and Skills	Demonstratable experience of improving student outcomes.
	An awareness of the factors that contextualise each child's ability to learn.
	Prepared to act as a form tutor and to support the school's emphasis on pastoral care.
	Ability to use data and ICT effectively to assess performance and raise achievement.
	Understanding of innovative approaches to teaching and learning.
	Excellent written and oral communication, numerical and interpersonal skills.
	Able to work under pressure, plan and prioritise own workload and remain professional at all times.

Candidate Specification

Education	Good honours degree related to Chemistry.
	Additional post-graduate training or evidence of subject relevant CPD.
	Qualified Teacher status.
	Willing to undertake further professional development.

Personal Qualities	A commitment to the philosophy of personalised learning.
	Enthusiastic and passionate about the subject, the School and the pupils.
	Proven willingness to embrace new ideas and methodology.
	Supportive and sensitive to the needs of others.
	Flexible and proactive with the ability to manage competing deadlines, prioritising appropriately using initiative and maintaining good humour.
	Willingness to support the school's Christian ethos.



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 hadmin@st-marys.bucks.sch.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 hadmin@st-marys.bucks.sch.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 Friday 22nd March 2024

Interview date: W/C Monday 25th March 2024

Hours: Full-time.

Salary: Competitive