



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Head of Modern Foreign Languages**

Start Date: September 2024

Closing Date: 9:00am on Friday 3rd 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 – Head of Modern Foreign Languages

The successful candidate will lead a department of committed, enthusiastic Teachers who are passionate about the importance of Language Learning. There are currently three subject areas, French, Spanish and German, all of which are offered to A Level. Italian is taught via a co-curricular club.

All girls in Key Stage 3 study French but in Year 8 add in either Spanish or German. Whilst parents are invited to support applications for a particular language, the final decision lies with the Head of Department and we endeavour to achieve an equal split. There is a free choice of language at KS4 but all girls must study at least one. We have a good proportion of dual linguists and an increasing number of girls are opting to continue languages at A level, some of whom go on to read Modern Languages at University. We currently follow Edexcel GCSE and A level courses in all three languages. Our girls have a proven track record of success at GCSE and A level, with many returning to school after University to encourage girls to study these subjects.

Trips to France, Germany and Spain are a regular feature of the department; these are very well supported, and we endeavour to ensure that at least part of the trips takes place in term time. All staff in the department are expected to take part in these trips. A level students are strongly encouraged to complete work experience abroad organised via <http://workexperienceabroad.co.uk/>. The department is well resourced with dedicated classrooms and good ICT facilities. Language clubs are held in each language, a successful pen friend system is in place and the department celebrates European Day of Languages each year with a variety of activities.

The successful candidate should have stamina, good humour and demonstrate strong organizational skills. Good ICT skills are essential and candidates should be aware that technology is used to enhance learning throughout the curriculum. 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 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

Academic Leadership	To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives.
	To contribute to the School Improvement Plan through the development and implementation of an appropriate Departmental Improvement Plan.
	To be responsible and accountable for the quality of teaching within the department.
	To keep abreast of new techniques and concepts in the subject.

Administration	To provide for each year group, appropriate programmes of study based on the published specifications and to ensure that members of the department are familiar with them and that they are followed appropriately.
	To produce, review and revise where necessary programmes of study and schemes of work.
	To organise and lead trips to France, Germany and Spain or to delegate if appropriate.
	To arrange staffing and rooming of the department's timetable in consultation with the Director of Studies.
	To oversee the setting of internal examinations and topic tests meeting deadlines set by the Director of Studies.
	To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met.
	To liaise with the Examinations Officer in the entering of candidates for external examinations.
	To keep records showing set sizes, common test results and grades achieved in mock and public exams.
	To ensure that the departmental Handbook is thorough and up to date.
	To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget.
	To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary.
	To arrange regular meetings of the department in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice and to pass minutes of these meetings to the Headmistress.

Team Management	To encourage and take an interest in the work of each member of the department.
	To ensure, in consultation with the SLT and the Headmistress that members of the department receive appropriate opportunities for INSET/career development.
	To review and appraise the work of each member of the department - by observing a sample of their teaching, preparation and marking - by conducting the professional review of each department member.



Candidate Specification

Education	Good honours degree in French and Spanish desirable but a combination of French, Spanish and German will be considered.
	Qualified Teacher status.
	Evidence of continuing Professional Development and a commitment to personal lifelong learning.

Leading and Teaching	Experience of teaching languages across multiple key stages.
	Be innovative and resourceful when producing and enacting excellent teaching plans.
	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.
	Understand the importance of assessment in Modern Foreign Languages and how to assess progress effectively in this subject.
	Ability to lead and support colleagues in the teaching and learning of languages across all key stages.

Knowledge and Skills	Good organisational skills.
	An awareness of the factors that contextualise each child's ability to learn.
	A high level of professionalism in all aspects of work.
	Prepared to act as a form tutor and to support the school's emphasis on pastoral care.
	Secure and competent ICT skills.
	Able to deliver high standards, accuracy and attention to detail, meeting all deadlines.
	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.



Pastoral	To act as a Form Tutor if required and to carry out the duties associated with the role.
	To contribute to PSHCE, Citizenship and Enterprise as required.
	To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

Attributes	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.

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@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 hadmin@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 Friday 3rd May 2024

Interview date: W/C Tuesday 7th May 2024

Hours: Full-Time

Salary: Competitive