



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Teacher of Maths**

Start Date: September 2024

Closing Date: 9:00am on Wednesday 8th May
2024

Interview Date: W/C Monday 13th 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 Maths

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

You will make a significant contribution to the academic and all-round progress of our pupils.

We are looking for a first-rate classroom practitioner with vision, determination and the associated leadership skills, to build on our current success and thrive within our Maths Department. The successful candidate will be a thinker, an analyst, a practitioner, a communicator and a practical organiser. Excellent I.T. skills are essential to ensure that we blend our traditional teaching methods with modern technology. Communications with all members of the school community are key – this is an important role within the school where the successful candidate will combine academic rigour with a caring compassionate attitude that fosters a love of learning and striving for success in all of our pupils.

There are numerous opportunities for professional development both within the department and the school.



Main Duties

Main Duties	To prepare and give lessons in KS3, KS4 and KS5 in accordance with the programme of study laid down by the department.
	To mark and assess pupils' work promptly and appropriately using the guidelines of the school and department marking policies.
	To use professional judgement and skill to help students acquire the confidence to tackle all aspects of learning throughout their lives.
	To ensure that pupils produce, present and preserve their work in the most appropriate manner.
	To encourage and stimulate pupils to achieve the highest standards according to their ability by using differing methods and resources.
	To inform the Headmistress and other appropriate persons where a pupil is experiencing learning or other difficulties.
	To identify and support pupils who are specially gifted or who need learning support.
	To enable pupils to gain a broad educational base by working across the curriculum where possible.
	To monitor and record the progress of each pupil.
	To offer guidance and advice to pupils and parents and to take appropriate action after consultation with senior members of staff.
	To be familiar with the School practices as set out in the Staff Handbook.
	To attend and contribute to staff, departmental, parents' and other meetings as required.
	To work with the Deputy Heads in producing departmental policies, programmes of study, maintaining records, books, equipment etc. and to accept advice over these same matters.
	To attend in-service training for the subject and to continue at all times to develop professional skills.
	To set and mark exams and to complete reports as and when required.
	To maintain high personal standards of work, behaviour, appearance and punctuality.
	To maintain good order and discipline within the class and school and to safeguard the health and safety of pupils and staff.
	To maintain good order and discipline within the class and school and to safeguard the health and safety of pupils and staff.

	To be responsible, if required, for a form (duties and responsibilities shown separately).
	To carry out supervisions and to cover for absent colleagues as requested.
	To request approval from the Headmistress for any absence from school and to inform the appropriate people in good time.
	To carry out any other duties reasonably requested by the Headmistress.



Candidate Specification

Education	Good honours graduate in Maths or a related discipline.
	Qualified Teacher status.
	Evidence of continuing Professional Development and a commitment to personal lifelong learning.

Leading and Teaching	A passion for Maths and a commitment to high achievement.
	Awareness of children's varied learning styles.
	Secure and competent ICT skills.
	A Level teaching is available for the right candidate, but not essential.
	Prepared to teach across the ability range.

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.
	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	Energy, enthusiasm and the ability to engage, motivate, challenge, inspire, and stimulate curiosity and interest in Maths.
	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 Wednesday 8th May 2024

Interview date: W/C Monday 13th May 2024

Hours: Full-Time

Salary: Competitive