



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Teacher of PE (Fixed Term)**

Start Date: September 2024

Closing Date: 9:00am 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 – Teacher of PE

(Fixed-Term)

The Physical Education Department seeks a well-qualified and enthusiastic teacher. The successful candidate will be expected to predominantly teach timetabled Physical Education and Games across all age groups in the senior school, including teaching Prep students. Experience of teaching GCSE and A level is essential. In addition, experience of leading Gymnastics and working in competitive gymnastics would be desirable. This role offers the potential for a permanent second in department role for the right candidate.

You will work alongside the Head of Physical Education in a hard-working, collaborative and supportive team. You will be expected to play your part, including the planning of the curriculum, the creation of schemes of work, monitoring of students' achievement and facilitating a thriving co-curricular timetable.

You will be required to take the lead in overseeing the programmes of study in your specialism for Years 6-13. This involves updating schemes of work, incorporating new teaching ideas, planning required lessons and liaising with other teachers and support teams as required. You will be required to foster an environment where students enjoy their learning and develop their love for sport. You will develop student's individual skill level and ability to work as a team, providing opportunities for lifelong participation. You will support students in becoming confident, creative and successful athletes in the future.

The ability to teach GCSE and A level Physical Education is desirable and you should be confident in delivering the AQA specification and be able to teach a variety of sports. Previous swimming teaching experience would be advantageous to support our weekly swimming club and prepare students for inter-school galas.

The school has an extensive co-curricular programme. The successful candidate will be expected to take an active part in this programme, with the opportunity to develop this further. They will be required to run a number of lunchtime and afterschool clubs. In addition, we offer an extensive fixtures calendar and would therefore be required to attend fixtures on a weekly basis, including the occasional weekend. The ability to train teams for upcoming fixtures and complete team selection is vital.

The Physical Education Department is a thriving team who have dramatically improved the sporting provision over the last few years. You must be enthusiastic about the subject and be willing to support the Head of Physical Education with the numerous opportunities for our students.

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

Main Duties	To coordinate fixtures across all key stages, including Local and National opposition.
	To enter relevant ISA events throughout the year, across all key stages.
	To lead the GCSE Physical Education course, providing up-to-date resources for use within the department.
	To teach inspiring A level Physical Education lessons.
	To work closely with the Head of Physical Education to provide relevant resources and outstanding lessons.
	To provide a Sixth Form core PE programme that encourages lifelong participation through a variety of activities.
	To provide high quality teaching and learning within the subject area.
	To prepare and teach lessons as required by the department and the Head of Physical Education.
	To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and which meets their individual needs.
	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 consult with the Head of Physical Education about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for Key Stage 3, GCSE or A level.
To keep records of attendance at lessons as required.	



Main Duties

Main Duties	To invigilate public examinations as required.
	To continually review methods of teaching, programmes of work and participate in arrangements for further training and professional development.
	To contribute to the co-curricular programme including leading Gymnastics coaching (desirable).
	To maintain good order and discipline among pupils and safeguard their health and safety.
	To liaise with Form Tutors or Heads of Department and the Head of Physical Education about serious discipline matters or any other difficulties pupils may cause, or appear to be having.
	To attend assemblies.
	To attend Departmental, Staff, Parents and INSET meetings as required.



Candidate Specification

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

Teaching	Ability to deliver the Sports Leaders Qualification.
	Prepared to teach across the ability range.
	Appropriate subject to enable teaching at Years 6 – 13, including GCSE and A level Physical Education.
	Knowledge of EYFS – KS2 Teaching is desirable but not essential.
	Awareness of children’s varied learning styles.
	High level ability to use ICT to enrich learning and support administration.
	Interest in developing creative approaches to teaching and learning.
	Experience in teaching or coaching Swimming.
	Level 1 and 2 Trampoline Qualification.
	Ability to drive a minibus is desirable but not essential.
	Ability to lead Gymnastics coaching (desirable).

Pastoral	Prepared to act as a Form Tutor and to support the School’s emphasis on Pastoral Care.
	A commitment to the philosophy of personalised learning.
	An awareness of the factors that contextualise each child’s ability to learn.
	Be committed to equality of opportunity, community cohesion and student social mobility.



Attributes	Good organisational skills.
	A high level of professionalism in all aspects of work.
	Demonstrate enthusiasm for the subject and committed to raising standards.
	Demonstrate commitment to the co-curricular achievement of all students.
	Flexible and proactive.
	Willing to support the School's Christian ethos.
	Supportive and sensitive to the needs of others.
	Committed to life-long learning.
	Be flexible and resourceful.
	Enjoy working in collaboration with others; a team player.
	Display moral, intellectual and personal integrity and authority.



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 Friday 3rd May 2024

Interview date: W/C Tuesday 7th May 2024

Hours: Full-Time

Salary: Competitive