



**ST MARY'S SCHOOL, GERRARDS CROSS**  
**JOB DESCRIPTION: TEACHER OF ENGLISH**

St Mary's is a vibrant, independent school for girls aged from 3 to 18 years, conveniently located minutes from the M40 and M25, and a five minute walk from Gerrards Cross station (25 minutes from London Marylebone). Founded in Kensington in 1872, the school moved to its present site in 1942. It is a happy, academic environment, with small classes of up to 16, in which girls thrive. Examination results are excellent with over 95% achieving five or more GCSEs at grade A-C (9 – 4) and nearly all of the Sixth Form go to their first choice of university.

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 follow the AQA specifications in both English Language and English Literature, and both subjects are compulsory. Examination results at GCSE are consistently high. At A Level, we study 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 four full-time teachers, all 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. We have a structured yearly plan which organises the teaching into three terms, and creates a balance between Language and Literature teaching. We all teach the same topic or text to the same classes at the same time within a year group. This 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. The department is well resourced, and much is available to facilitate the teaching of Literature and Language. There are two teaching rooms in a brand new 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. Students are enrolled on the Accelerated Reader programme and are encouraged to use his to develop their reading repertoire.

The department runs writing competitions within the school and, in addition, encourages pupils to take part in competitions outside school. Teams compete in the local Rotary Youth Speaks Competition, and we assist in preparing students for debating competitions.

The appointment of an additional English teacher is an opportunity for an enthusiastic, able graduate to join a strong department which places emphasis on active learning and on challenging each girl to be ambitious learners. The successful candidate should have stamina, good humour and demonstrate strong organisational skills. Competent ICT skills are essential. This position would also be an opportunity for someone who was interested in a whole school literacy role, or for someone who is familiar with Accelerated Reader who could take responsibility for promoting this across the school. 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 extra-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.

The main responsibilities of the role are as follows:

- To plan, prepare and teach lessons as required by the department
- To set homework and mark written work regularly according to the Marking Policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To set, supervise and mark school examinations, and coursework, 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 consult with the Head of Faculty about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A Level
- To keep records of attendance at lessons as required
- To invigilate public examinations as required
- To keep records of books distributed
- To continually review methods of teaching and programmes of work, and participate in arrangements for further training and professional development
- To contribute to extra-curricular activities
- To maintain good order and discipline among pupils and safeguard their health and safety
- 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 attend assemblies
- To provide cover for absent staff
- To act as a form tutor as required