



St Mary's School

Gerrards Cross

Welcome to St Mary's School

St Mary's is a vibrant, independent school for girls aged from 3 to 18 years, conveniently located for the M40 and M25, and a five minute walk from Gerrards Cross station (25 minutes from London Marylebone). Founded in Paddington in 1872, the school moved to its present site in 1942. It is a happy, academic environment, with relatively small classes of around 16-18, in which girls thrive. Examination results are excellent and nearly all of Sixth Form students go to their first choice of university.



The Role

MATHS – SECOND IN DEPARTMENT

Full Time

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 2022. The post would suit an experienced or newly qualified Mathematics teacher who is committed to teaching at the highest standard and raising aspirations and achievements of our students.



You will be accountable for the performance of certain aspects of the Maths Department. The exact duties will be decided by negotiation according to the needs of the department and the skills and experience of the post-holder.

You will be expected to deputise for the Head of Department in their absence and to undertake some Performance Management reviews within the Department. The exact number will be in proportion to the size of the department and the experience of the Second in Department. The remaining responsibilities of the Second in Department will be decided on an annual basis following discussion between yourself, the Head of Department, and the Headmistress. Responsibilities will reflect your skills and experience and the needs of the department. The post-holder will, in addition, carry out any reasonable request of the Head of Department as well as demonstrating the highest of standards.

Main Duties

- Prepare teaching materials to assist the delivery of lessons.
- Follow guidelines laid down by the department relating to schemes of work.
- Aim to achieve good or better teaching and learning in each lesson and support other department members in achieving this.
- To mark and assess pupils' work promptly and appropriately using the guidelines of the school and department marking policies.
- To ensure that pupils produce, present and preserve their work in the most appropriate manner.
- Set homework according to the published timetable and in line with the Homework Policy.
- Provide data on pupils, complete reports and attend parents' evenings as published in the annual calendar.
- Follow the School Behaviour Policy and additional procedures for behaviour management and rewards.
- Follow the school and department safety policies at all times.
- Attend briefing and department meetings.
- Maintain good time-keeping and a professional appearance.
- Maintain a base classroom and create an environment conducive to learning with interactive displays.
- Take full note of SEND information in order to prepare lessons that enable pupils of all abilities and aptitudes to learn.
- To identify and support pupils who are specially gifted or who need learning support.
- Full involvement in the planning and organisation of and participation in, relevant school events as appropriate.
- The specific accountabilities of the Second in Charge of Maths relating to the running of KS3, 4 & 5 will be included here after negotiation with the Head of Department.
- 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 carry out any other duties reasonably requested by the Headmistress.



Why Work at St Mary's School?

At St Mary's we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and St Mary's has the same wish for its staff; the school provides support and training to facilitate your professional development if needed. All members of staff at St Marys enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect.



Candidate Specification

Education

- Good honours graduate in a related discipline.
- Qualified Teacher status.
- Good record of relevant CPD.
- Proven willingness to embrace new ideas and methodology.

Teaching

- Very good classroom skills.
- Strong subject knowledge.
- Prepared to teach across the ability range.
- Awareness of children's varied learning styles.
- Secure and competent ICT skills.
- A Level teaching is available for the right candidate, but not essential.
- Firm, fair, caring, consistent and non-confrontational approach with pupils.



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.

Skills

- Good organisational skills.
- An ability to set clear expectations, to demand high standards and to hold others accountable for their performance
- Flexible and proactive.
- Willing to support the school's Christian ethos.
- Supportive and sensitive to the needs of others.
- A constant drive for improvement.
- An ability to think creatively.
- Planning and leading professional development
- Strong middle leadership experience
- Monitoring and evaluating teaching and learning.

Package

Salary: Competitive
Hours: Full-Time
Start: September 2022

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 hradmin@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 hradmin@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 asked to complete an observed lesson, 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.

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: Thursday 26th May 2022 at 9:00am

Interview date: W/C Monday 30th May 2022