



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

TEACHER OF HISTORY AND RELIGIOUS STUDIES

Part-Time (0.6)

The school is looking for an enthusiastic and highly skilled Part-Time Teacher of Humanities. The ability to teach a combination of History and Religious Studies to GCSE and A Level will be welcome. The post would suit an experienced or newly qualified History teacher who is committed to teaching at the highest standard and raising aspirations and achievements of our students.

The successful applicant will be able to engage, motivate and drive enthusiasm amongst our students for Humanities and play a key role in raising attainment at both Key Stage 3 and GCSE levels.

We are looking for a passionate historian who will be able to develop a similar passion in the students and who is willing to collaborate in the development of an interesting and evolving curriculum. A sense of fun, a readiness to respond to pupils' individual needs and a commitment to the school, including a willingness to participate in extra-curricular



activities, are qualities that we prize highly. It is hoped that the person will be willing to work as part of a team, sharing resources and assisting with the smooth running of the subject, they will also be expected to attend regular departmental and whole staff meetings.

Main Duties

- 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 the UCAS and other similar forms when required.
- To consult with the Head of History about any problems occurring any issues related to the teaching and learning of History.
- To keep records of attendance at lessons as required.
- To invigilate public examinations as required
- To keep records of books distributed.
- To 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 carry out any other duties which may be reasonably requested by the Headmistress from time to time to ensure the effective running of the school.

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 (or pending).
- Good record of relevant CPD.
- Proven willingness to embrace new ideas and methodology.

Teaching

- Prepared to teach across the ability range.
- Qualified to teach History in all Key Stages (3-5).
- Able to offer Religious Studies, Classics or another second subject in Key Stage 3.
- Awareness of student's varied learning styles.
- Secure and competent ICT skills.



Skills

- Strong organisational skills.
- A high level of professionalism in all aspects of work.
- Flexible and proactive.
- Willing to support the School's Christian ethos.
- Supportive and sensitive to the needs of others.
- Commitment to independent education.

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 student's ability to learn.

Package

Salary: Competitive
Hours: Part-Time 0.6
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 hadmin@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 hadmin@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: 09:00 am Thursday 26th May 2022

Interview date: From 27th May 2022