



# 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 MATHS

### Full Time or Part-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 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

- To prepare and give lessons in accordance with the programme of study laid down by the department.
- This will require knowledge of the National Curriculum.
- 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.
- 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 take part in 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 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.



## 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

- 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.

## Skills

- Good 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.



## 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.

## Package

Salary: Competitive  
Hours: Full-Time or Part-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](mailto:hradmin@st-marys.bucks.sch.uk) or from our website [www.stmarysschool.co.uk](http://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](mailto: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 26<sup>th</sup> May 2022 at 9:00am

Interview date: W/C 30<sup>th</sup> May 2022