



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 PE AND PSHCEE

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, potentially including teaching Prep students and would also be able to offer PSHCEE for approximately a third of the teaching time.

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



They will be required to take the lead in overseeing the programmes of study in their 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 team as required. The successful candidate will be required to foster an environment where students enjoy their learning and develop our students' love for Sport. They will develop student's individual skill level and ability to work as a team, providing opportunities for lifelong participation. They 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. They should have confidence in delivering the AQA specification and teaching 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 ROLE

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. The successful candidate must be enthusiastic about the subject and be willing to support the Head of Physical Education with the numerous opportunities for our students.

PSHCEE

The successful candidate will demonstrate a commitment to engaging students in active teaching and learning opportunities relevant to their lives, developing and using up to date and balanced resources which inspire children and young people to make informed choices. PSHCEE is recognised as an important part of the schools educational provision and as such a key focus for us is ensuring the curriculum is accessible and effective for students of all abilities and backgrounds.

Main Duties

PE 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.
- 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.
- 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 Departmental, Staff, Parents and INSET meetings as required.
- To attend assemblies.
- To provide cover for absent staff.

PHSCEE DUTIES

- Teaching in Years 7-13
- Liaising with the head of Department regarding Schemes of Work and programmes of Study.
- Actively promoting the subject in 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.
- Good record of relevant CPD.
- Proven willingness to embrace new ideas and methodology.

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.
- Ability to teach PSHCEE.
- Experience in teaching or coaching Swimming.
- Level 1 and 2 Trampoline Qualification.
- Ability to drive a minibus is desirable but not essential.

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.
- 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.



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 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: Thursday 26th May 2022

Interview date: From Friday 27th May 2022