



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Teacher of Art & Textiles (Part-time) Fixed Term contract with potential to extend**

Start Date: January 2026

Closing Date: Thursday 9<sup>th</sup> October 2025

Interview Date: W/C Monday 13<sup>th</sup> October



# Welcome from the Head

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St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

**Lars Fox**  
**Head**

## About St Mary's School

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St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm, friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





# St Mary's School Values

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St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



**T – Team Work** – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

**A – Ambition** – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

**K – Kindness** – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

**E – Enthusiasm** – staff and students alike bring the energy and desire to succeed.

**C – Curiosity** – we always ask why.

**A – Adventure** – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

**R – Resilience** – we carry on in the face of challenge, and come out stronger and wiser.

**E – Excellence** – aim for the highest quality in all that we do.



# Why Work at St Mary's?

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- Competitive Salary
- Pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.



# The Role – Art & Textiles Teacher

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Do you have a passion for Art and a flair for Textiles and Design? Are you ready to spark creativity and nurture the next generation of artists? St Mary's is looking for a talented and enthusiastic Teacher of Art & Textiles to join our vibrant, ambitious Art Department.

You will teach Art and Textiles across all year groups, including GCSE and A Level, encouraging students to develop their own artistic style, experiment with techniques and think creatively. Teaching will include traditional textile skills such as machine embroidery, printmaking, surface decoration, constructed textiles and fashion design, but with plenty of scope for innovation and adventurous ideas. Students are encouraged to follow their own lines of enquiry, using sketchbooks and first-hand research to produce outcomes that are often exceptional.

We are seeking someone with a strong Art background and excellent subject knowledge, who is passionate about both Art and Textiles and can communicate that enthusiasm to students. The successful candidate will deliver exciting, ambitious lessons that challenge learners across the key stages and will play an active role in the continued growth and success of our thriving Art Department.

Our department has gone from strength to strength in recent years, with more students than ever choosing Art at GCSE and A Level. With a growing interest in Textiles, this is a perfect moment to join us and help shape the future of creative education at St Mary's. We also offer an extensive co-curricular programme, and you will be encouraged to lead or support lunchtime and after-school clubs to further inspire students outside the classroom.

If you are ready to share your passion for Art, inspire adventurous ideas and empower students to create outstanding work, we would love to hear from you.





# Main Duties

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<b>Teaching and Learning</b>	Teach and develop our Art & Design/Textiles offering at Key Stage 3, creating engaging, creative, and challenging schemes of work that stretch and inspire pupils, fully reflecting the expectations of the Teachers' Standards.
	To work closely with the Head of Art and other Art department staff to provide relevant resources and teach outstanding lessons across the age ranges.
	To assist in the teaching of the A level Textiles course with another A level subject specialist if appropriately experienced.
	Demonstrate secure subject knowledge and pedagogy, modelling a passion for design, fashion, and textiles.
	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.
	Make accurate and productive use of assessment to inform planning and support pupil progress.
	Plan and deliver well-structured lessons that foster curiosity, creativity, and independent learning.
	To consult with the Head of Art about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for Key Stage 3, GCSE or A level.
Manage behaviour effectively, maintaining a safe and respectful learning environment.	
<b>Curriculum and Assessment</b>	Work closely with the Head of Art and colleagues in the Art Department to develop resources, share best practice, and align the curriculum across Key Stages.
	Monitor and assess pupil progress regularly, providing timely and constructive feedback to pupils and parents.
	Maintain accurate records of pupil progress, attendance, and attainment in line with school policy and the Teachers' Standards.
	Contribute to the ongoing review and development of the Art & Design/Textiles curriculum, ensuring it reflects current educational thinking, industry trends, and the requirements of public examinations.



## Main Duties

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<b><i>Pastoral Responsibilities</i></b>	Take an active role in the pastoral care of pupils, promoting their well-being, safeguarding, and personal development in accordance with Teachers' Standards.
	Liaise with Form Tutors, Heads of Year, and Senior Leaders regarding pupils' academic or pastoral concerns.
	Uphold and model the school's values, ensuring high standards of behaviour, discipline, and respect.

<b><i>Co-Curricular and Enrichment</i></b>	Contribute to the co-curricular life of the school by running clubs, workshops, or enrichment activities in Art/Design/Textiles or related creative fields.
	Support trips, exhibitions, and events that broaden pupils' cultural and professional horizons.
	Encourage pupils to take part in competitions, showcases, and external opportunities to develop their skills and confidence.

<b><i>Professional Responsibilities</i></b>	Attend staff meetings, departmental meetings, INSET days, parents' evenings, and assemblies as required.
	Provide references, UCAS statements, and guidance for pupils applying to further education or creative industries.
	Engage actively in professional development opportunities to maintain and enhance subject knowledge, teaching skills, and awareness of current educational research.
	Reflect systematically on teaching practice and contribute to a culture of collaboration and improvement within the department.
	Undertake supervision duties and provide cover for absent staff as required.
	Act as an ambassador for the department and school, fostering strong relationships with parents and the wider community.



# Main Duties

<b><i>Safeguarding and Compliance</i></b>	Maintain responsibility for safeguarding and promoting the welfare of children at all times, adhering to Keeping Children Safe in Education (KCSIE) and school safeguarding policies.
	Comply with all school policies, including health and safety requirements, equality of opportunity, and professional conduct.
	Demonstrate consistently high standards of personal and professional behaviour, as outlined in Teachers' Standards.





# Candidate Specification

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<b>Qualifications</b>	Good honours graduate in Art, Textiles, Design or a closely related discipline.
	Qualified Teacher status (QTS) or equivalent.
	Evidence of relevant continuing Professional Development and its successful application.
	Commitment to lifelong learning for self and others.

<b>Experience</b>	Experience of teaching Art and Textiles at Key Stage 3, 4 and 5 (A level).
	Demonstrate the ability to raise standards and achieve excellent outcomes for pupils.
	Experience in developing schemes of work and lesson plans that promote creativity and independence.
	Experience in assessing and reporting on pupil progress.
	Experience of working in an independent school or similar educational setting.
	Experience supporting pupils with UCAS and creative industry applications (e.g., portfolio preparation).

<b>Knowledge and Skills</b>	Strong subject knowledge in Art and Textiles and familiarity with current examination specifications.
	Excellent practical skills in Textile techniques (e.g., garment construction, embroidery, digital textile design, printmaking).
	Understanding of current educational developments, including creativity in the curriculum and cross-curricular opportunities.
	Effective classroom management strategies and the ability to maintain high standards of discipline.
	Competent IT skills and willingness to integrate technology into teaching.
	Ability to differentiate lessons to meet the needs of all learners.
	Knowledge of industry trends in design, fashion, and technology that can enrich classroom teaching.
	Familiarity with health and safety requirements specific to a Textiles classroom and workshop environment.



# Candidate Specification

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<b>Attributes</b>	A passion for inspiring pupils in design and creative thinking.
	A positive, enthusiastic, and flexible approach.
	A commitment to safeguarding and promoting the welfare of children.
	High standards of personal and professional conduct, in line with the Teachers' Standards.
	Excellent organisational skills and the ability to manage time and resources effectively.
	A reflective practitioner who seeks continuous improvement.
	Strong interpersonal and communication skills, with the ability to engage and motivate pupils, parents, and colleagues.
	A willingness to contribute fully to the co-curricular and pastoral life of a busy independent school.





# Safeguarding

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*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

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Please complete an application form which can be obtained from the HR Administrator at [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.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 addressed to the Head and emailed to [applications@stmarysgx.co.uk](mailto:applications@stmarysgx.co.uk)

Interviews will be held at the school and will last approximately three hours and will involve teaching a lesson, a panel interview and a tour of the school. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

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 9<sup>th</sup> October 2025

**Interview date:** W/C Monday 13<sup>th</sup> October 2025

**Hours:** 0.48 FTE to be worked Monday, Tuesday and Friday.

This will be a fixed term contract until 8<sup>th</sup> July 2026 with a view to a more permanent role.

**Salary:** Competitive