

ST MARY'S SCHOOL ASCOT

Job Description and Person Specification

Teacher of English – Part Time



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Teacher of English
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **St Mary's School Ascot.**

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and co-curricular achievements and dedicated to realising the full potential of every one of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils who live nearby. Please see Annex A and the school's website for further information about the school.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls' Schools Association), CISC (Catholic Independent Schools' Conference) and the BSA (Boarding Schools' Association).

4. **The Department.**

English is a compulsory subject up until GCSE in Year 11. The GCSE and A Level are extremely popular with the pupils. The department is proud of the number of A Level candidates who go on to study English at university including Oxbridge.

The English department is currently staffed as follows:

- 1 Head of Department
- 2 full-time and 5 part-time English teachers

The department has 3 dedicated classrooms and a Sixth Form tutorial room. Each teaching room is equipped with a desktop PC, a projector and an interactive whiteboard. The department has a good collection of poetry, prose and drama and makes full use of digital recordings of plays in performance.

There is an office for the use of English staff in addition to the Head of Department office.

The specifications followed are Pearson Edexcel at IGCSE (English Language 4EAI, English Literature 4ETI) and OCR (English Literature H472) at A Level.

5. **The Appointment.** The appointment is from September 2022.
6. **Primary Role.**

The successful candidate will be a well-qualified teacher of English to A Level. They will have a real enthusiasm for English and the ability to communicate a love of English to their pupils. An ability to contribute to Oxbridge preparation would be an advantage. They must be able to work well within a team. They should be computer literate and be keen to make the good use of ICT within lessons. We are looking for a person with vision, drive and sound judgement.

7. **Line Manager.** Head of English

8. **Core Duties.** The core duties and responsibilities include but are not limited to the following:

- to teach Year 7 to UVI and communicate an enthusiasm for the subject
- to promote English within the school
- to plan lessons carefully according to the Key Stage 3 schemes of work and GCSE and A Level specifications
- to help ensure that schemes of work are kept up to date and plan new schemes for KS3, GCSE and A Level
- to help with the organisation of English resources
- to keep efficient records of all lessons and homework assignments and to set and mark homework regularly
- to assess and report on pupils' progress according to the school's systems and policies, adhering strictly to deadlines
- to teach and support pupils of all abilities and provide appropriate levels of work for pupils with special educational needs
- to keep up to date with developing the use of ICT in the classroom
- to help write and mark internal and entrance examinations
- if appropriate, to deliver university preparation lessons to Sixth Form pupils
- to accept responsibility for pupil welfare and discipline in lessons within the framework of whole-school policies
- to ensure that appropriate cover work is provided when absent
- to attend weekly department meetings
- to maintain an attractive and well ordered environment, encouraging pupils' pride in their display of work
- to fulfil other duties as required by the Head of English
- to attend relevant courses in the interests of staff development
- to be prepared to cover for staff absence
- to carry out break and lunchtime duties according to a rota
- to invigilate public and internal examinations as and when required
- to be involved in co-curricular activities depending on interests and experience
- to attend relevant parent/staff meetings as shown in the School Diary
- to take charge of or assist with a tutor group
- to be a member of a House and be on duty for two weekends and two evenings per term
- to attend any other out of school functions, training or duties as required by the Headmistress

9. **Other Duties.**

The English department is a major contributor to the co-curricular life of the school and a Teacher of English's duties and responsibilities include but are not limited to the following:

- to encourage reading for pleasure throughout the school
- to develop pupils' creative writing and public speaking skills
- to support all activities and events organised by the department

This job description sets out the main duties of a Teacher of English. No job description can be fully comprehensive and a Teacher of English will be required to support the Headmistress in any work reasonably required to support the operation of the school.

10. **Person Specification.**

It is not a requirement of this post that applicants should be Roman Catholic, but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

11. **Terms and Conditions of Employment.**

Full Time/Part Time. This is a part-time appointment.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Working Days and Hours. A Teacher of English will be required to work Monday to Friday during term time and is on duty two weekends and two evenings a term. The school day is from 8.00 am to 4.30 pm during term time. A Teacher of English will be expected to contribute every week to after-school provision reflecting the full boarding nature of the school. There are no lessons on Saturday mornings at St Mary's.

Additional Days. A Teacher of English is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. A Teacher of English is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first year of employment will be a probationary period and during the probationary period the notice period by both the job holder and the school will be two months.

Pension. Teaching staff at St Mary's are enrolled onto the Teachers' Pension Scheme (TPS). The Board of Governors has informed the teaching staff that they are considering entering into a consultation with the teaching staff as to whether the school should leave TPS. The Governors have given an undertaking that if they decide to enter into a consultation then the earliest time that the consultation would start is September 2022.

Meals. Teachers are able to enjoy lunch and, for staff on duty, a supper meal in the staff refectory. This privilege is currently provided free of charge but this is kept under review and the school reserves the right to change the arrangement.

Salary. The salary for this role will be paid in accordance with the St Mary's Pay Scale. All teaching staff enjoy an additional St Mary's Allowance which in 2021/22 is £5,145 per annum which reflects the additional commitment required of teaching staff in a full boarding school.

12. **Application Details.**

A short letter of application addressed to Mrs Danuta Staunton, Headmistress, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by noon on the closing date of 25 January 2022 to: recruitment@st-marys-ascot.co.uk. First interviews will take place on 31 January 2022. Second interviews and lesson observation to follow.

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ANNEX A

BACKGROUND



History of St Mary's School Ascot

St Mary's was founded in 1885 by members of the English Province of the Institute of the Blessed Virgin Mary (IBVM), now called the Congregation of Jesus (CJs). This Institute had itself been founded in the early 17th century by Mary Ward, an English woman born in Yorkshire during the reign of Queen Elizabeth I. CJ schools are to be found in Germany, Austria, Italy, Spain, Eastern Europe, Latin America, India, Korea, Zimbabwe and Israel. In England the former IBVM schools in York, Hampstead and Cambridge have been handed over to Catholic lay trusts.

The original St Mary's Convent in Ascot started with only eight nuns and seven pupils. Gradually the school grew, both in terms of the number of pupils and the range of facilities. In the 1980s, as the members of the Convent's community of nuns diminished in number, a separate trust was established for the school with a board of governors responsible to the trustees. In 1995 the School's Trust purchased the Ascot property from the IBVM in order to ensure the long term security of the school. The school retains very strong links with the CJ order. Mrs Danuta Staunton became the second lay headmistress in September 2019.

VISION

To provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

ETHOS

The school's Ethos to realise this Vision is:

- Nurturing in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- Developing in each pupil a love of learning and independent thought through a rigorous academic education.
- Promoting a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- Encouraging each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- Fostering a partnership between parents, school and the wider community.
- Inspiring in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- Following in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.

FEATURES

The Board of Governors defines the school through five features:

1. **A Roman Catholic school.** Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.
2. **A girls' school.** St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.
3. **A full boarding school.** Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.
4. **A relatively small school.** We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.
5. **An academic school.** St Mary's has a strong record of academic excellence. In 2021, 88% of all A Levels were graded A* or A and 84% of all GCSEs were graded 9 or 8. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.

1. Roman Catholic

The Chapel is at the heart of the school, both in a physical and spiritual sense, and the school community comes together on most mornings to pray, sing and worship. The girls and staff all contribute to worship in a variety of ways, including by serving, reading in Chapel and being Eucharistic ministers for whole school Masses. House Masses are also celebrated, giving the girls the opportunity for worship in a more informal setting. All pupils once a year have a one or two day retreat. This is a time set aside from normal lessons and activities for quiet prayer and reflection. The school has a resident Chaplain who is also a governor. Every year the sacrament of Confirmation is celebrated with the confirmands being prepared for the sacrament by members of the school's community.

2. All Girls

The school is passionate about single sex education and the opportunities that this provides for our pupils. Throughout the school, girls are given leadership opportunities through the many pupil-led committees such as the School Council, the Eco Committee, FemSoc, the Diversity Discussion Group, the Food Committee, the Cyber & Technology Committee, the Socials Committee, the Wellbeing Committee and the Pet Welfare Committee. St Mary's prides itself on its links with boys' schools which allow girls to meet and interact with boys both academically and socially. These events include social evenings such as Scottish dancing or wine tasting as well as debating, academic societies, Oxbridge and medic interview practice days and Confirmation preparation days.

3. Boarding and Co-curricular

St Mary's School Ascot is a full boarding school and the pupils are in attendance for all weekends other than the scheduled exeat weekends, when the majority go home. This means that the school remains a vibrant and busy environment throughout the evenings and weekends. The girls take part in a wide range of clubs and activities as well as drama, music, sport, lectures and academic support sessions. Even the few girls who

are not resident take a full part in the boarding life of the school and are known as “day boarders”, reflecting the full boarding nature of the school.

Pupils from Years 7 to 11 are housed in the main school building and sleep with their year groups under the care of residential staff. Pupils in the Sixth Form are resident in townhouses of 10-12 girls, the Lower Sixth in the Mary Ward Courtyard and the Upper Sixth in the Mary Breen Courtyard. Residential boarding staff live in both courtyards, and boarding duties are also undertaken by some academic staff, Evening Boarding Assistants and Graduate Assistants. All staff who are tutors also contribute two evening duties in school per term. The Infirmary is located within the main building and is staffed 24 hours a day by qualified nurses who are always on call to give medical advice and assistance. Heads of House and the Chaplain are key members of the pastoral team. We are committed to refurbishing much of our boarding accommodation and have recently installed new bathrooms and showers in Year 7 as part of this rolling programme.

The importance of strong pastoral care is key to our boarding provision. Nurturing and encouraging our pupils enables them to feel empowered and ambitious, and is vital to the feel and experience at school. The House structure is central to our provision and we will be introducing a new House to the school from September 2022. The new House will sit alongside the five existing “through” Houses for girls from Year 7 to the Lower Sixth – Babthorpe, Bedingfeld, Poyntz, Rookwood and Wigmore. The new House will be named Dawson House, after Catherine Dawson (1622-1967) who was a member of Mary Ward’s Society during her lifetime. Introducing the new House will result in fewer girls in each House, enabling us to enhance further our pastoral care and increase the time that Heads of House are able to devote to individuals.

St Mary’s is a very welcoming and open community and parents and siblings are warmly invited into the school for many events such as Sunday Mass, sports fixtures, drama productions, concerts, dance shows, parents’ retreats and a series of talks for parents. We aim to make it feel like a home from home, with comfortable bedrooms, and the girls can even bring their small pets to have with them at school in the Pet Shed.

The co-curricular provision at St Mary’s is outstanding. In Art, the girls benefit from a generously equipped art complex and opportunities to work with a wide variety of media, including ceramics, textiles, photography, print-making, painting and drawing. Girls are encouraged to use the art facilities in the evenings and at weekends and pupils’ work is exhibited throughout the school.

St Mary’s enjoys a thriving Music department which inspires great enthusiasm in the girls. There are regular opportunities to showcase musical talent, including informal lunchtime concerts, the annual Voices by Candlelight concert, three carol services and the Vocal and Orchestral Concert. There is also a thriving Rock Soc and Session Bands as well as regular Open Mic nights involving girls of all ages. The girls also organise their own major events and the Summer Soirée, a concert designed by Sixth Form pupils to encourage younger girls to perform, is another highlight.

Drama plays a major role in nurturing the girls’ self-confidence by developing their creative, social and communication skills. As well as academic drama lessons, girls develop their skills both on stage and behind the scenes in a wide range of productions including, recently, *A Midsummer Night’s Dream*, a socially distanced *Jane Eyre*, *The Canterbury Tales* and *Treasure Island*. The state-of-the-art performing arts centre, the Rose Theatre, is situated at the heart of the school and hosts major musicals and theatre productions,

as well as small scale dramas, lectures, debates, cinema presentations and theatre in the round, all with professional sets and technical equipment.

Sport is another major feature of St Mary's life and the pupils are encouraged to participate in a wide programme of sport and fitness activities to enable them to develop their strengths and talents. The school regularly produces county champions and sees pupils compete at county, regional and national levels. Sport is celebrated at St Mary's on an annual basis at the annual Celebration of Sport event when girls and their parents meet and are inspired by professional sports men and women. The variety of sporting activities on offer includes the major sports of hockey, netball, tennis, swimming and athletics, as well as a full dance programme, and other activities such as trampolining, fencing, self-defence and yoga.

The profile of sport at St Mary's is reflected in the range of impressive sports facilities which includes a 400m all-weather athletics track with associated field event facilities, tennis and netball courts, two floodlit AstroTurf hockey pitches and a 25m indoor heated swimming pool. The Orchard Centre includes a full-size indoor sports hall, a fitness suite, two squash courts and a mirrored dance studio.

The school's co-curricular programme is wide ranging with pupils choosing from a breadth of clubs, societies, talks and activities. Girls are involved in a range of activities with creative options including life drawing, jazz band, creative writing and technical theatre, and recreational sporting options ranging from football and karate to ballet, street dance, aerobics and squash. Thanks to its location, the school shares in a wide variety of activities with other independent schools, including Eton, Harrow and Winchester, and the boys often join the girls for dinners, dances and reeling. We also enjoy close links with local schools in Ascot, as well as many local charities and community projects. Some of our families have been at St Mary's for many generations and we enjoy a very warm relationship with our alumnae.

This boarding environment provides breadth and depth to the girls' academic studies through, for example, the Academy programme whereby selected pupils attend additional evening lectures and follow challenging academic programmes beyond their normal class curriculum. Other pupils benefit from teacher-led extra support sessions, even on Sunday afternoons, to guide them in their preparation for public examinations. The school's Inspirational Women programme of evening lectures is another example of how the boarding environment allows the girls time to broaden their educational experience at St Mary's.

4. Relatively small

Pupils at St Mary's benefit from being part of a small and nurturing full boarding community where staff know every girl. Each girl's progress and development are carefully monitored by key staff who share this information with each other and work together in partnership with parents to enable the girls to flourish.

Every girl is placed in one of five Houses when she arrives in Year 7, Year 9 or the Lower Sixth. The Houses are not physical buildings but vertical communities of pupils under the care of their Head of House. The Heads of House have overall responsibility for the academic development and pastoral care of each pupil in their charge. They also enjoy close relationships with parents, forming a strong partnership of care between the school and home. Heads of House are supported by tutors, Year Co-ordinators, Deputy Heads of House, residential members of staff, the school's Independent Listener and School Counsellor, the school nurses and the school doctor. There is a sixth separate House for the Upper Sixth girls, the Mary Ward House.

The Heads of House live in private houses on the school site, and not in the main building or amongst the girls (with the exception of the Head of the Upper Sixth House). Residential members of staff live in flats within the main building and are responsible for the care of the pupils overnight. Additional Evening Boarding Assistants and Graduate Assistants help with the care of the girls in the evenings. Accommodation for the pupils is organised by age group, with the younger girls sleeping in dormitories and shared bedrooms. The older girls are in double or single rooms with all girls in Year 11 and above in single rooms. Each year group also has a common room where they enjoy evening snacks and can relax together.

5. Academic

St Mary's is an academic school which fosters a real love for learning, with an exceptional record of success in public examinations, regularly placing it amongst the best schools in the country. The school provides a broad and balanced curriculum to GCSE, with girls also participating in the Skills for Life programme which is part of the school's commitment to personal, social, health and citizenship education.

In Years 10 and 11 girls typically take ten subjects to I/GCSE. In the Lower Sixth girls begin with four A Levels and continue with three into the Upper Sixth. In addition to their A Level subjects, girls may choose to do the Extended Project Qualification (EPQ). The Sixth Form programme includes an Electives programme, a general course in Religious Studies, academic support sessions and a series of events to extend Academy pupils.

Our outstanding public examination results and the consequent university places that are offered to our pupils belie our broad intake and are evidence of the significant value added achieved across all subjects. In 2021 at I/GCSE our results were 62% grade 9, 84% grades 9 and 8 and 95% grades 9 to 7. 48% of the pupils gained 10 or more grades at 8 or 9 and those awarded 8-12 grades at 9 or 8 made up an impressive 72% of the year group. At A Level 58% of grades were at A*, including 22 candidates who gained 3 A*, and 88% of grades were awarded A*/A.

Our Upper Sixth leavers all continue to universities or other forms of higher education. University offers always cover a wide range of subjects from a variety of leading universities in the UK and beyond including, in 2021, 10 offers from Oxford and Cambridge colleges (18%) and 80% of pupils taking up places at Russell Group Universities and an additional 5 pupils going to St Andrews. Among the Upper Sixth UCAS applicants, 87% of girls secured their first-choice placement and 96% of girls secured a place at their first or insurance choice. 5 girls went to universities in the USA, to Pomona, Georgetown, UCLA, Dartmouth and Columbia. 2 girls are studying Medicine at the University of Hong Kong and 3 girls are heading to universities in Paris or Madrid.

School governance and finances

The school is a registered charity (number 290286) and a company limited by guarantee (number 01844327). The Council Members, who meet annually, act as guardians of the ethos of the school and delegate the strategic leadership, management and administration of the school to the Board of Governors who meet termly. The school's formal relationship with the Congregation of Jesus is now limited to their welcome representation on the Council and the Board of Governors.

Despite the relatively small size of the school, the school's finances are very strong with a healthy operating surplus generated on an annual basis. The school has invested significantly over the last thirteen years in a series of major capital projects culminating in the new Upper Sixth boarding house (the Mary Breen Courtyard) which includes a pastoral centre and associated staff accommodation which all opened in September 2018.