



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A TEACHER OF SPORT

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is 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.

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'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

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.

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.

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.

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.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

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).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is looking to appoint a full time Teacher of Sport for January 2023.

THE DEPARTMENT

Sport is a vital part of the curriculum and co-curriculum for all pupils. The main winter sports are hockey, netball, swimming and tennis, whilst the main summer sports are athletics, cricket, swimming and tennis. Many other sports are taught alongside these, including basketball, badminton, squash and volleyball, with football becoming an increasingly popular choice. Pupils can also take ballet, tap, freestyle dance, contemporary dance, fencing, gymnastics, trampolining, riding, polo, yoga, fitness circuits and golf as extras.

The department benefits from the use of a state-of-the-art sports centre, which houses a newly refurbished fitness suite, two glass-backed squash courts, a mirrored dance studio with a sprung floor, changing facilities, a social area and a full-sized sports hall. A 25m indoor swimming pool sits in an adjacent building. Outdoor facilities include five hard courts for netball or tennis, two floodlit AstroTurf hockey pitches which become 12 extra tennis courts in the summer term, and a 400m all-weather athletics track and field facility.

The department is led by the Director of Sport and comprises a team of specialist sports staff including full time teachers, peripatetic staff and a department administrator.

PERSON SPECIFICATION

The successful candidate will be a well-qualified teacher or coach of sport. They will have a real enthusiasm for girls' sport and the ability to communicate a love of sport to their pupils. Knowledge, experience or understanding of sport in a boarding environment would be an advantage, as would a specialism in cricket, football or tennis, but all applicants will be considered. They must be able to work well within a team. They should be computer literate and be keen to make good use of ICT within lessons. We are looking for a person with vision, drive and sound judgement.

The Line Manager for the Teacher of Sport is the Director of Sport.

RESPONSIBILITIES

The responsibilities of the role include but are not limited to the following:

- to teach a variety of sports across all age ranges from Year 7 to the Upper Sixth;
- to promote sport within the school;
- to take a professional approach in the planning, preparation and organisation of lessons and coaching sessions;
- to deliver lessons and coaching sessions that are pupil-centred, structured, progressive, enjoyable and of a high quality;
- to continually monitor and evaluate all sessions, activities and programmes and adapt future delivery to cater for all ages and abilities, including those with SEND profiles;
- to take responsibility for the cricket, tennis and/or football programmes within the school (dependent on personal specialisms);
- to help ensure that schemes of work are kept up to date and take responsibility for planning new schemes, as required;
- to maintain a safe learning environment;
- to take responsibility for pupil welfare and discipline in lessons, within the framework of whole-school policies;
- to ensure kit and equipment used for lessons are left in good order and tidied away after the activity;
- to maintain and display a positive and professional attitude;
- to keep accurate records of attendance;
- to assess and write reports on pupils' progress according to the school's systems and policies, adhering strictly to deadlines;



- to take responsibility for summer and winter teams as delegated by the Director of Sport;
- to support the co-curricular sports programme by working flexible hours including some late evenings;
- to be available for school fixtures at evenings and weekends;
- to complete results sheets and any other administration immediately after a fixture;
- to attend weekly department meetings;
- to attend sports events and parent staff meetings as shown in the School Diary;
- to host opposition teams whilst on site;
- to ensure that appropriate cover work is provided when absent;
- to be prepared to cover for staff absence;
- to attend relevant courses in the interests of staff development;
- to carry out break and lunchtime duties according to a rota;
- to invigilate public and internal examinations as and when required;
- to take charge of or assist with a tutor group;
- to keep up to date with developing the use of ICT in lessons;
- to assist the Director of Sport in a range of administrative and other duties as reasonably required;
- to attend any other out of school functions, training or duties as required by the Headmistress.

Other duties:

This job description sets out the main duties of a Teacher of Sport. No job description can be fully comprehensive and a Teacher of Sport will be required to support the Headmistress in any work reasonably required to support the operation of the school. All full time teachers are required to be a tutor and to be a member of one of the Houses.

WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full Time/Part Time. This is a full time appointment.

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

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 2022/23 is £5,330 per annum which reflects the additional commitment required of teaching staff in a full boarding school.

Working Days and Hours. A teacher of Sport will be required to work a five-day week, which will include all non-exeat Saturdays. The school day begins at 8.15 am, and classroom lessons finish at 4.30 pm. A Teacher of Sport will be expected to contribute to after-school provision each week, as befits the full boarding nature of the school. All teachers are also expected to do an evening duty twice per term and to do one day of weekend duties on six weekends per year. There are no lessons on Saturday mornings at St Mary's.

Additional Days. A Teacher of Sport 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 Sport 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 is a probationary period and during the probationary period the notice period by both the post holder and the school is 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 indicated they currently have no plans to enter into a consultation in the academic year 2022/2023.

Meals. Teachers are currently 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.



HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton, a 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 10 October 2022** to: recruitment@st-marys-ascot.co.uk

First interviews will take place on **17 October 2022**. Second interviews and lesson observation will take place on **20 October 2022**.





ST MARY'S SCHOOL ASCOT

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