



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A TEACHER OF FRENCH

WELCOME TO ST MARY'S SCHOOL ASCOT



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:

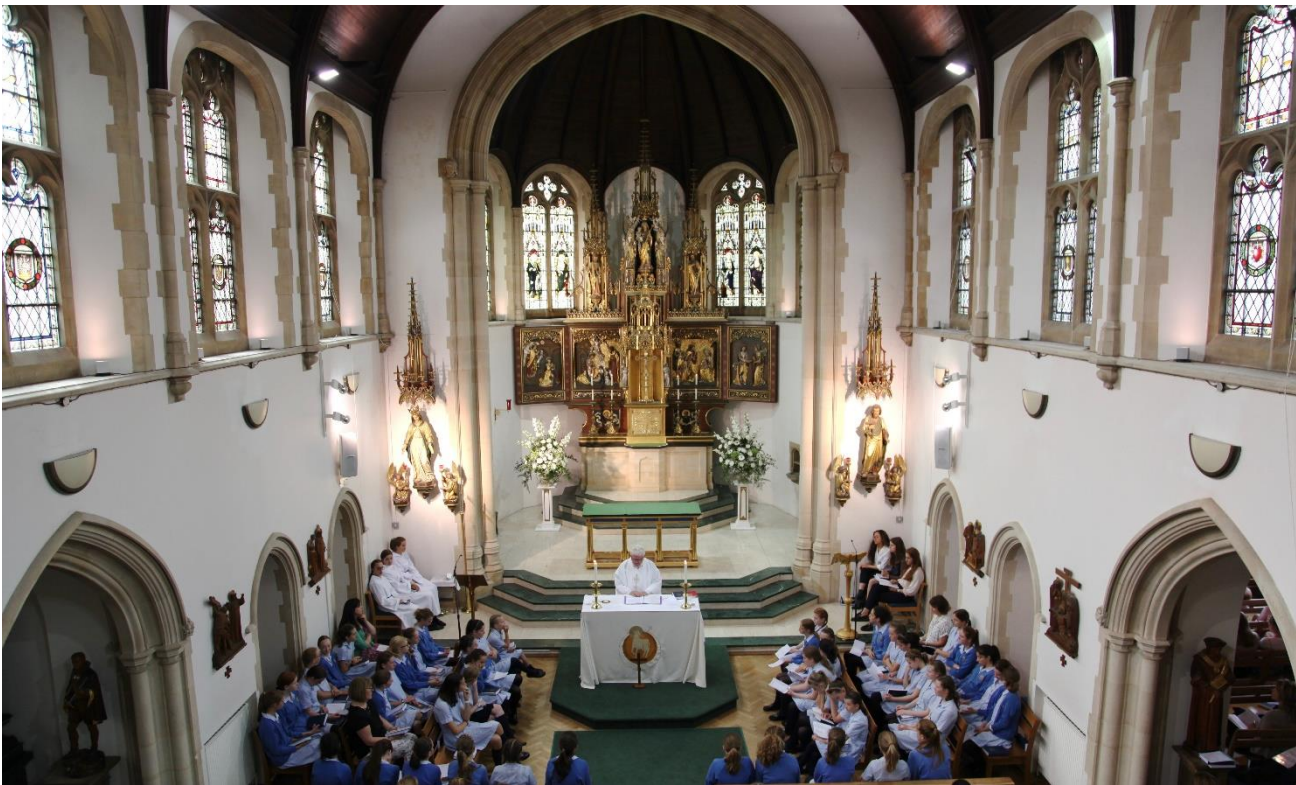
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

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. 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 seeking to appoint a full-time Teacher of French for September 2024.

THE DEPARTMENT

The Modern Foreign Languages department is housed in a purpose-built suite of classrooms which includes a Language Laboratory. The department consists of nine experienced members of staff including five French specialists.

PERSON SPECIFICATION

The successful candidate will be a well-qualified teacher of French to A Level. They will have a real enthusiasm for French and the ability to communicate a love of languages to their pupils. They must be able to work well within a team and should be keen to make good use of ICT within lessons. We are seeking a person with vision, drive and sound judgement.

The Line Manager for the Teacher of French is the Head of Modern Foreign Languages Department.

RESPONSIBILITIES

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

- Teach French to A Level;
- Communicate an enthusiasm for the subject and promote French within the school;
- Plan lessons carefully according to the relevant specification and schemes of work;
- Help ensure that schemes of work are kept up to date and take responsibility for planning new schemes, as required;
- Set and mark homework regularly and to keep efficient records of all lessons and homework assignments;
- Assess and report on pupils' progress according to the school's systems and policies, adhering strictly to deadlines;
- Prepare pupils for oral examinations, and conduct mock, internal and external oral examinations as required;
- Help with the organisation of French resources;
- Keep up to date with and help develop the use of ICT in the classroom;
- Teach and support pupils of all abilities and provide appropriate levels of work for pupils with special educational needs;
- Support the whole school classroom provision for pupils with special educational needs as required;
- Help write and mark internal and entrance examinations;
- Support the supervision of private study lessons as required;
- Support Sixth Form enrichment provision, including the Extended Project Qualification, as required;
- If applicable, deliver university preparation lessons to the Sixth Form pupils;
- Accept responsibility for pupil welfare and discipline in lessons, within the framework of whole school policies;
- Ensure that appropriate cover work is provided when absent;
- Attend weekly department meetings;
- Maintain an attractive and well-ordered environment, encouraging pupils' pride in their display of work;



- Attend relevant courses in the interests of staff development;
- Be prepared to cover for staff absence;
- Carry out break and lunchtime duties according to a rota;
- Invigilate public and internal examinations as and when required;
- Support the department in the organisation of day and residential trips to enrich pupils' experience in French;
- Be involved in co-curricular activities depending on interests and experience;
- Attend relevant parent teacher meetings as shown in the school diary;
- Take charge of or assist with a tutor group;
- Support and consistently maintain the school's code of conduct;
- Maintain high academic, ethical and positive behavioural standards consistent with the school's ethos and values, while cultivating an inclusive environment that encourages pupils' growth, critical thinking and character development;
- Fulfil other duties as required by the Line Manager;
- 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 French. No job description can be fully comprehensive and a Teacher of French 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. All part-time teachers are required to be an assistant 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 position. Part-time will be considered for the right candidate.

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 2023/24 is £5,330 per annum which reflects the additional commitment required of teaching staff in a full boarding school.

Working Days and Hours. A full-time teacher will be required to work Monday to Friday during term time. The school day begins at 8.10 am and lessons finish at 4.30 pm. All staff are expected to deliver a weekly session beyond the timetabled school day up to around 6.00 pm to contribute to the co-curricular offering and/or departmental support. 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. All newly appointed teachers are required to attend one day of new staff INSET and all teachers are required to attend a further six full days of INSET per year which are currently scheduled in the week before the start of each term. All teachers are 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 during which the notice period by both the post holder and the school is two months.



Notice Period. Following the successful completion of probationary period, the notice to terminate employment by either side will be one full term.

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 Tuesday 7 May 2024** to:
recruitment@st-marys-ascot.co.uk

Interviews will be during week commencing **Monday 13 May 2024** and **Monday 20 May 2024**.





ST MARY'S SCHOOL ASCOT

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