



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A TEACHER OF LEARNING SUPPORT AND ACCESS ARRANGEMENTS ASSESSOR

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 part-time Teacher of Learning Support and Access Arrangements Assessor for January 2026. The opportunity for career progression is available for the right candidate.

THE DEPARTMENT

The Learning Support department currently consists of two members of staff including the SENDCo and a Teacher of Learning Support.

PERSON SPECIFICATION

The successful candidate will be a well-qualified and experienced teacher of SEND. They will have an understanding of the additional needs of pupils and be fully committed to ensuring that every pupil achieves their potential and every special educational need or disability is appropriately supported within the broader context of a boarding school. We are seeking a person with vision, drive and sound judgement who can work effectively within a team.

The successful candidate will have an Assessment for Access Arrangements qualification (e.g., PAPAA, CPT3A, ETAAC or PATOSS AAA) or be a specialist assessor with a current SpLD Assessment Practising Certificate. A Level 5 SpLD Diploma (Specialist Teaching) is desirable, but not essential, but a willingness to undertake this qualification is essential.

The Line Manager for the Teacher of Learning Support is SENDCo.

RESPONSIBILITIES

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

- Specialist teaching and pupil support, generally one to one, but may be grouped or in-class support;
- Support the whole school classroom provision for pupils with special educational needs as required;
- Carry out assessments for public examination access arrangements;
- Co-ordinate and carry out new pupil screening;
- Summarise findings and recommendations in professional reports such as those provided by Educational Psychologists;
- Create and review IEPs with pupils on a termly basis;
- Communicate an enthusiasm for supporting pupils within the school;
- Organise or create teaching resources appropriate to the needs of the pupils and schemes of work;
- Help ensure that schemes of work are kept up to date and take responsibility for planning new schemes, as required;
- Plan individually tailored lessons for each pupil receiving one-to-one support;
- Keep efficient records of all lessons;
- Report on pupils' progress according to the school's systems and policies, adhering strictly to deadlines;
- Help with the organisation of subject resources;
- Keep up to date with and help develop the use of ICT in the department;
- Support the delivery of the Sixth Form Perspectives course, in particular the supervision of the EPQ projects as appropriate;
- Support the supervision of private study lessons as required;
- 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;
- 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;
- 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. No job description can be fully comprehensive and a Teacher of Learning Support and Access Arrangements Assessor will be required to support the Headmistress in any work reasonably required to support the operation of the school.



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 part-time position, teaching across 3 or 4 days each week including two evenings up to 7pm.

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 2024/25 is £5,680 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. The post holder will be 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.

Pensions. All teachers are auto-enrolled into the Aviva Pension Trust for Independent Schools (APTIS) defined contribution scheme.

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

Please complete the online application form selecting Teacher of Learning Support and Access Arrangements Assessor from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. **Closing date: 9 am on Monday 8 December 2025.** Applications will be considered upon receipt. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





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