



ST MARY'S SCHOOL ASCOT

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# APPOINTMENT OF A HEAD OF MODERN FOREIGN LANGUAGES

# 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](http://www.st-marys-ascot.co.uk)



## ABOUT THE ROLE

St Mary's is seeking to appoint a full-time Head of Modern Foreign Languages for September 2026.

### THE MODERN FOREIGN LANGUAGES DEPARTMENT

The department consists of ten specialist members of staff and is housed in a purpose-built complex. This includes the Head of Department, Second in Department and Lead teachers in Spanish, Italian and German. The department delivers French, Spanish, Italian, German and Mandarin as part of the timetabled curriculum, and facilitates a variety of additional languages (with extra languages teachers) beyond the regular timetable.

French, Spanish, Italian and German are taught up to and including GCSE and A Level. Mandarin is taught up to and including GCSE. The department leads a yearly Year 8 trip to Normandy and has led trips to Paris and Germany.

### PERSON SPECIFICATION

The Head of Modern Foreign Languages will be a well-qualified and experienced language teacher to A Level with a proven track record, who is ready to move into a position of leadership. They will have a love of languages and be able to inspire both their pupils and staff by sharing their passion with them. They should be efficient, well organised, computer literate and keen to make good use of ICT within lessons. Our public examination results are excellent, and we are looking for a keen Head of Modern Foreign Languages to build upon this success. They should be able to manage a team effectively and aim to get the best from each teacher in the department. We are seeking a person with vision, drive, good judgement, enthusiasm and commitment for this vital position in the school.

The Line Manager for the Head of Modern Foreign Languages is the Academic Deputy Head.

### RESPONSIBILITIES

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

- Promote languages within the school;
- Keep informed of current developments in the teaching of languages; and guide the Department's conversation regarding the implications of emerging educational research in the teaching of languages;
- Maintain high standards by overseeing members of the department, ensuring effective and appropriate teaching and assessment methods at all levels from KS3 to A Level through sharing resources and practice, lesson observation, collaboration, mentoring and active participation in continuing professional development;
- Establish common standards and expectation for schemes of work and an overarching philosophy of pedagogy withing the teaching of languages, whilst allowing for departmental autonomy;
- Provide leadership in the area of curriculum development, theory and design, as separate from examination specification;
- Supervise and advise on all aspects of classroom teaching, particularly guiding new teachers and early career teachers and managing the department induction programme for new teachers;
- Ensure that schemes of work are kept up to date and take responsibility for planning new schemes for KS3, GCSE and A Level, as appropriate;
- Choose examination specifications;
- Enter pupils for external examinations in languages, review specifications periodically, attend examination board meetings;
- Organise oral examinations as required by the examination boards;



# About the Role

- Organise regular assessments for all year groups and prepare and mark internal and entrance examinations;
- Liaise with the appropriate members of staff in matters relating to internal and external examinations;
- Arrange regular departmental meetings with an agenda provided beforehand and minutes circulated afterwards;
- Provide guidance, advice and support for department colleagues;
- Lead and monitor the Department's work on Teaching and Learning and continuing professional development, including the use of work scrutiny, lesson observation and INSET.
- Manage the French Graduate timetable and content of oral lessons;
- Appraise members of the department;
- Supervise the provision of INSET for the department;
- Ensure that appropriate cover work is provided when absent or when a colleague in the department is absent and be prepared to cover for staff absence;
- Oversee the quality of all subject reports produced by the department;
- Plan for the development of the department on a short, medium and long-term basis within the annual Department Development Plan;
- Report to the Headmistress and Academic Deputy Head on public examination results;
- Ensure curriculum enrichment is imaginative, stimulating, relevant and provides support to the relevant specification or schemes of work;
- Organise day and residential trips to enrich pupils' experience in languages;
- Organise super curriculum opportunities to enrich pupils' experience in languages;
- Organise external speakers, visits and trips which relate to the modern languages curriculum;
- Organise a university preparation programme for university courses of study including Oxbridge;
- Oversee the writing of university references;
- Encourage pupils to aspire to language related careers;
- Liaise with the appropriate member of staff regarding timetabling;
- Manage the departmental budget and the effective allocation of resources;
- Oversee rooms, resources and associated areas within the department;
- Ensure the department is up to date with paperwork for inspection including maintaining an up-to-date Departmental Handbook containing details of all departmental procedures and policies;
- Complete a termly departmental self-review;
- Attend Heads of Department meetings;
- Share best practice during Heads of Department meetings as appropriate;
- Attend Open Mornings for prospective parents and pupils;
- Be available, remotely or in person, on public exam results days and subsequently to support the review of marking process;
- Conduct the 16+ entrance interviews for languages;
- Liaise with and advise the Headmistress on appointments within the department;
- To represent the department at external bodies, including the Rugby Group, national/regional conferences;
- Teach Year 7 to A Level and communicate an enthusiasm for the subject;
- Plan lessons carefully according to the Key Stage 3 schemes of work and GCSE and A Level specifications, as appropriate;
- Keep efficient records of all lessons and homework assignments and set and mark homework regularly;
- Assess and report on pupils' progress according to the school's systems and policies, adhering strictly to deadlines;
- Teach and support pupils of all abilities and provide appropriate levels of work for pupils with special educational needs as well as bilingual pupils;
- Support the whole school provision for pupils with special education needs and liaise with the SENDCo as appropriate;
- Support the aspirations of able and gifted pupils;
- Support Sixth Form enrichment provision, in particular the EPQ as reasonably required;
- Deliver university preparation lessons to the Sixth Form pupils;
- Support the supervision of private study lessons as required;
- Being able to teach more than one modern foreign language is desirable but not essential;



- Take responsibility for pupil welfare and discipline in lessons, within the framework of whole school policies;
- Promote ICT as a learning tool throughout the department and keep up to date with developing the use of ICT, including artificial intelligence;
- Partake in continuing professional development by engaging in teaching and learning initiatives and lesson observations, attending relevant courses and continually developing classroom practice;
- Maintain an attractive and well-ordered environment, encouraging pupils' pride in their display of work;
- Attend relevant parent teacher meetings as shown in the school diary;
- Be involved in co-curricular activities depending on interests and experience;
- Carry out break and lunchtime duties according to a rota;
- Invigilate public and internal examinations as and when required;
- Run after school study sessions for pupils;
- Liaise with other departments as appropriate;
- Attend school functions, training or fulfil other duties as required by the Headmistress.

## Other duties:

This job description sets out the main duties of the Head of Modern Foreign Languages. No job description can be fully comprehensive and the Head of Modern Foreign Languages will be required to support the Headmistress in any work reasonably required to support the operation of the school. Each member of the teaching staff is a tutor and 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 2025/26 is £5,880 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.** The Head of Modern Foreign Languages 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. The Head of Modern Foreign Languages 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.

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

**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 the 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 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 Head of Modern Foreign Languages 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: **9am on Monday 23 February 2026**.

First interviews will be held on Monday 2 March and second interviews will be held on Wednesday 4 March 2026.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. 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.





## ST MARY'S SCHOOL ASCOT

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ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: [WWW.ST-MARYS-ASCOT.CO.UK](http://WWW.ST-MARYS-ASCOT.CO.UK)