



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A TEACHER OF MANDARIN

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 Mandarin 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 successful candidate will be a well-qualified teacher of Mandarin, both traditional and simplified form, to GCSE. They will have a real enthusiasm for Mandarin and the ability to communicate a love of Mandarin 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 Mandarin is the Head of the Modern Foreign Languages Department.

RESPONSIBILITIES

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

- Teach Year 7 to GCSE;
- Communicate an enthusiasm for the subject and promote Mandarin within the school;
- Plan lessons carefully according to the Key Stage 3 schemes of work and GCSE specifications, as appropriate;
- Help ensure that schemes of work are kept up to date and take responsibility for planning new schemes, as required;
- 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;
- Help with the organisation of subject resources;
- Help write and mark internal and entrance examinations;
- 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 developing classroom practice;
- 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 supervision of EPQ projects as reasonably required;
- Deliver university preparation lessons to the Sixth Form pupils as required;



- Support the supervision of private study lessons as required;
- Being able to teach more than one modern foreign language is desirable but not essential;
- 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 languages;
- 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 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 the teacher of Mandarin 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 part-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. 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. All teachers must be available as required on or around public exams results day.

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 (APTIS) defined contribution scheme.

Probationary Period. The first three months of employment is a probationary period during which the notice period by both the post holder and the school is one month.

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 Teacher of Mandarin 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 Tuesday 3 March 2026**.

First interviews will be held on Friday 6 March and second interviews will be held on Monday 9 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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