



MODERN FOREIGN LANGUAGES TEACHER
Spanish & French
Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS
Principal





The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

The Lower School was ranked in the top 25 highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School our GCSE results are also regularly amongst the best in the country for on-selective schools. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves

and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title:	Modern Foreign Languages Teacher (Spanish & French)
Reporting to:	Head of Senior School through the Assistant Head (Academic), Head of Faculty
Line management responsibility:	None
Hours:	Part-time, permanent (4 days per week)
Salary:	Main professional scale
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Benenden Healthcare Bike2Work Scheme Teachers' Pension Scheme

Core purpose

- The postholder will be expected to undertake duties in line with the professional standards for qualified teachers to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.
- To model the school's vision and values through implementation of agreed policy, practices, and procedures.
- To demonstrate high quality teaching so all pupils make progress.
- To teach pupils, and ensure that planning, preparation, recording, assessment, and reporting meet their varying learning and social needs.
- To work closely with the other members of the Faculty to promote effective working to constantly seek to improve learning and teaching and raise progress and achievement for all students.
- To work closely with the other members of the Faculty in leading specific initiatives/projects within the Faculty to secure further improvements in student progress and attainment and strengthen links with the community.
- To support a culture that promotes excellence, equality, and high expectations for all students.

Key Responsibilities

1. Supporting the Head of Faculty

- Support the implementation of the faculty team vision and ethos to raise academic standards.
- Choose/plan appropriate syllabuses.
- Write appropriate schemes of work in conjunction with other subject teachers if appropriate.
- Design and write assessments for relevant subject area.
- Share good practice and resources with other members in the faculty.
- Attend Faculty meetings.
- Contribute to a comprehensive, up to date, Faculty Handbook in electronic format.
- Contribute to the development of an annual faculty improvement plan, which contributes to the achievement of the School Improvement Plan.
- Lead the organisation and/or participate in subject related trips, working closely with the EVC (Educational Visits Co-ordinator).
- Keep up to date with developments in subject areas as well as teaching practices and methodologies.
- Assist the Head of Faculty in supporting whole school events, for example Open Mornings, Parents' meetings, Taster/Experience events.
- Help promote and co-ordinate cross curricular approaches and developments, working with other subject teachers.
- Keep up to date with national developments in the subject area and teaching practice and methodology.

2. Teaching

- Develop high quality resources for teaching and learning.
- Plan appropriate teaching to meet all the needs of pupils through differentiation.
- Make effective use of IT to enhance teaching and learning.
- Proactive in maintaining up to date subject knowledge.
- Participate in the school's performance management process.
- Provide cover for absent colleagues as directed by the Head of the Senior School.

3. Communications and Liaison

- Ensure that you are familiar with the aims and objectives of the Faculty.
- Support the effective communication/consultation across the faculty with parents of students.
- Liaise with feeder schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as required.
- Contribute to the planning and delivery of school liaison activities, for example 'taster' events.



4. Academic and Pastoral Monitoring

- In conjunction with the Head of Faculty, identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken.
- Support the overall progress and development of students within your subject/s in relation to targets set for individuals, ensuring that follow-up intervention procedures are adhered to, to maximise student progress.
- Ensure that parents are informed in a timely manner of interventions.
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- Use the reward system and behaviour management system consistently.

5. Administrative Duties

- Maintain accurate and complete mark book in line with school policy.
- Ensure that attendance, progress, behaviour, and attainment of students taught within your classes is regularly recorded.
- Report to parents on the development, progress, and attainment of students.
- Ensure paperwork/evidence required for inspection/day to day operations is completed and stored appropriately as directed by the Assistant Head (Academic) in the Senior School.
- Working with the Head of Faculty and other teachers within the faculty, provide or contribute to oral and written assessments, reports and references relating to students within the faculty as and when requested by the Head of Senior School or Assistant Head (Academic) in the Senior School.

6. Other specific duties

- Attend INSET training, staff meetings and briefings as directed by the Senior Leadership Team.
- Participate in wider school initiatives, such as Activity Weeks and Residential/Day Trips.
- Contribute to the faculty's offer to the school's enrichment programme so a variety of activities is offered by the faculty.
- Carry out scheduled Staff supervisory duties such as at break and lunch times.
- Play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example.
- Comply with whole school policies and procedures.
- Maintain a visible, professional, and high profile within the school.





Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person specification

(E) = Essential

(D) = Desirable

Education/Qualifications/Training

- Education to degree level in relevant subject (E)
- QTS (D)
- Evidence of Continued Career Development (E)
- An understanding of current best practice in education (E)

Skills and Experience

- Experience of teaching across age and ability range (E)
- High Level of ICT Literacy (D)
- Experience of Pastoral Care (Form Tutor) (E)

Personal Qualities

- A positive attitude (E)
- An ability to forge good working relationships with others (E)
- Willingness to learn (E)
- An ability to self-evaluate (E)
- A willingness to commit to a whole school ethos (E)





Application process

Closing date for applications: Thursday 31st August 2023

Date of interviews: September 2023

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Phone calls or visits to the School are possible during the school holidays. If you wish to contact us regarding this, please contact Mrs M Terry, HR & Compliance Officer:
(careers@stmaryscolchester.org.uk)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

