St Mary's School
Gerrards Cross



Application Pack

Job Role: Higher Level Teaching Assistant

Start Date: January 2027

Closing Date: 9:00am on Friday 27th November 2026

Interview Date: Friday 4th December 2026

Welcome from The Head

St Mary's is a truly special place to work — from the moment you step though our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel,* reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our students, then we want to hear from you.

Lars Fox

Head

About St Mary's School





St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!

St Mary's School Values

Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Both staff and students are inspired to discover their own SMS Spirit through a wide range of co-curricular activities, trying new skills, meeting new people, and exploring fresh approaches to learning and teaching in our small classes. Our House System and whole-school opportunities create a strong sense of community, fostering friendships from Nursery through to Sixth Form.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.





T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionate about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Support staff pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review





- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.

Higher Level Teaching Assistant

We have an exciting opportunity for a dynamic, enthusiastic Higher Level Teaching Assistant to join our vibrant Prep Department at St Mary's School. Working from 8.00am to 4:30pm, you will support teaching and learning during the school day.

We are looking for someone full of warmth, energy and creativity, someone who can keep a watchful eye on busy pupils, and embrace all the adventures that come with working in a lively school setting. You will work collaboratively with teachers, supporting the planning cycle, preparing resources, and contributing to the wider development of pupils, staff and school strategies. At times you may teach whole classes during short-term teacher absence, helping to raise standards of achievement by encouraging independence, monitoring progress and promoting inclusion and wellbeing and always championing excellent safeguarding practice in partnership with our safeguarding leads.

This role would suit an experienced Teaching Assistant who is qualified as a HLTA or working towards the qualification. It is ideal for someone who loves working with young people and wants to make a meaningful difference to their day. You will join a supportive, friendly team in a school where staff are valued and children thrive. The post holder will work under the general and specific direction of the Head of Prep.

There may also be additional opportunities to support the Prep School wrap around care provision - The Hub, and assist during the school holidays.





Main Duties

Planning	Assist teachers with planning lessons, including evaluating and adjusting work plans where needed.
	Prepare and develop resources for learning activities in line with lesson plans and pupil needs.
	Support the planning of learning opportunities beyond the classroom, ensuring alignment with school policies.

Teaching & Learning	Help deliver the curriculum by supporting lessons, understanding lesson plans, and assisting with assessment and monitoring.
	Teach classes where necessary within an agreed system of supervision and pre-determined lesson framework.
	Motivate pupils through structured, engaging learning activities tailored to individual or group needs.
	Provide clear, detailed verbal and written feedback to teachers and pupils on learning progress and behaviour.
	Promote inclusion by supporting pupils with SEND, EAL, and those with diverse backgrounds or specific needs.
	Use effective behaviour management strategies in line with school policy.
	Encourage pupils' independence, self-esteem, resilience, and positive attitudes to learning.
	Organise and maintain a safe, purposeful learning environment and manage resources appropriately.
	Contribute to the Co-Curricular programme by assisting with or running clubs during or after school.

Main Duties

Monitoring, Assessment & Pupil Progress	Assist teachers in evaluating pupil progress through formal and informal assessment activities.
	Observe pupil participation, responses and engagement, and adapt approaches to meet their needs.
	Maintain accurate records of pupil progress and contribute to observation programmes.
	Provide teachers with reports, assessments and relevant information that help inform support strategies for individuals or groups.

Behaviour, Safeguarding & Pastoral Support	Take responsibility for safeguarding and liaise with the school's safeguarding leads when concerns arise.
	Attend and engage in regular safeguarding and child protection training.
	Uphold high standards of behaviour and manners in line with the school's ethos.
	Challenge any incidents of bullying, racism, harassment, victimisation or discrimination.
	Implement safeguarding procedures and understand legal responsibilities relating to child protection.
	Provide pastoral and practical support to pupils, including assisting those who are distressed, unwell or in need of personal care.
	Build and maintain positive, supportive relationships with parents and carers, sharing appropriate information.
	Escort and supervise pupils during school activities, visits and journeys.

Main Duties

General Duties	Help create and maintain a safe, organised working space.
	Lead and supervise outdoor play whenever possible, ensuring activities are fun and safe.
	Organise and supervise daily snack time, encouraging healthy habits and positive routines.
	Promote and model good hygiene practices.
	Communicate effectively with the Head of Prep, and Head of Pre-Prep, Prep staff and parents regarding day-to-day matters and pupil wellbeing.
	Carry out any additional duties required by teachers or the Senior Leadership Team, within the scope of the role.
	Follow and promote the school's Equal Opportunities Policy and champion inclusive practice.
	Adhere to Health & Safety policies and relevant legislation.
	Use school IT systems effectively to support role responsibilities.
	Maintain confidentiality inside and outside the workplace.
	Support whole-school events such as Open Days, Sports Day, Stay and Play Days and Speech Day.
	Promote the inclusion, safety and wellbeing of all pupils at all times





Main Duties

Professional Conduct, Teamwork & Development	Contribute actively to the school's ethos, aims and wider community.
	Attend staff meetings, INSET days, training sessions and other professional development opportunities.
	Work collaboratively with colleagues and external professionals such as therapists, specialists and support agencies.
	Support the development and implementation of school policies and procedures.



Candidate Specification

Qualifications	HLTA qualification or working towards is essential.
	GCSE English and Maths Grade C/4 or above.
	A qualification in First Aid would be an advantage but not essential.
	Food hygiene training desirable but can be provided.
	ELSA qualification or experience running nurture groups /supporting learners with their emotional literacy, desirable but not essential

Knowledge and Skills	Experience working in a Prep or Primary School Setting.
	Strong knowledge and understanding of Safeguarding, Child Protection and the wider legislative requirements for working with children.
	Experience leading whole class learning.
	Experience supporting children with SEND.
	Excellent planning and organisation skills.
	Ability to create a warm, welcoming and nurturing environment for children.

Attributes	Ability to build excellent relationships with children, parents and colleagues.
	Ability to work effectively and constructively as part of a team, supporting others.
	Ability to work independently, use own initiative and be proactive.
	Punctual and flexible.
	Friendly and approachable with a can-do mindset.
	Ability to adapt quickly and effectively to changing circumstances/situations.
	Committed to personal and professional development.
	A willingness to work flexibly and assist others when requested.

Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form on mynewterm https://mynewterm.com/home.

Early applications are advised as the school reserves the right to appoint at any stage during the application process.

Interviews will take approximately three hours and will be held at the school. As part of the process, you will be given a tour of the school, complete a task with some students and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am Friday 27th November 2026
Interview date: Friday 4th December 2026
Hours: 8:00am – 4:30pm (Term Time only)
Salary: £32,500 FTE (actual £25,326)