



# 11+ Tutor

## Candidate Information Pack

Telephone: 01206 572544    Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)



Dear Applicants,

Thank you for your interest in St Mary's School.

Founded in 1908 by the Bilson sisters, St Mary's has been educating girls from Colchester and the surrounding area for well over a century. As we approach our 120th anniversary in 2028, we are proud of our heritage and ambitious for the next phase of the school's development.

From its earliest days, St Mary's has been shaped by a bold conviction: that girls deserve an education rooted in scholarship, confidence and character. That founding vision remains central to who we are today. Our task now is to honour that inheritance while sharpening our distinctiveness as an academically ambitious school, where curiosity, high expectations and a love of learning matter deeply.

Since joining St Mary's, I have been struck by the strength of the community: the professionalism of staff, the quality of relationships and the genuine care shown to every girl. These are powerful foundations on which to build. Our aspiration is straightforward but demanding: to be a school known equally for warmth and scholarship; a place where pastoral care and academic ambition are not competing ideas, but mutually reinforcing strengths.

We are ambitious for our pupils and for our staff. At St Mary's, we are committed to providing a rigorous and engaging education, alongside strong pastoral care and a breadth of opportunity that enables every girl to thrive. We believe girls flourish when academic challenge is ambitious, joyful and unapologetically serious. Central to this is our belief that excellent teaching, rich challenge and strong relationships transform outcomes. We want pupils to think deeply, grow in confidence and character, and leave us not only with strong outcomes, but with curiosity, courage and a lifelong love of learning.

For colleagues, this creates a rare professional opportunity. We are looking for people who care deeply about scholarship and the craft of teaching; colleagues who share our ambition, are committed to their own professional growth, and want to contribute to a collaborative culture shaped by innovation, collegiality and high standards. This is an important and exciting moment to join the school. We are entering a significant phase of development and, for the right candidate, this is not simply an opportunity to take up a post, but to help shape an important chapter in the life of a distinctive girls' school.

There is much here to value, and much to build. If that sense of purpose resonates with you, I hope you will consider joining us.

With best wishes,

**Lee Daniel Faith**  
Principal

# The school

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

Our vision is to empower girls to thrive at school and beyond.

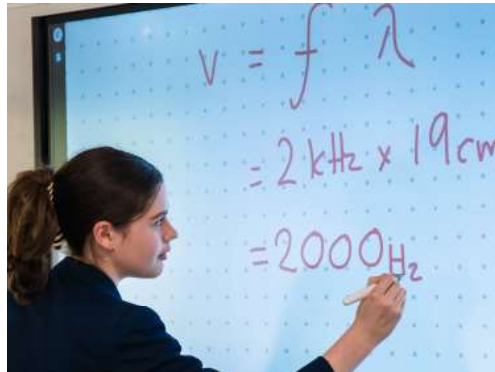
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. 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:	11+ Tutor
Reporting to:	Vice Principal
Contract:	Fixed Term (12 months)
Hours:	4 hours a week, 1 hour per day with flexibility on working days (with additional paid time for marking and preparation for the number of pupils attending) Year-round
Salary:	Main professional scale

## The Role

We are seeking a passionate and dedicated tutor with expertise in 11+ preparation. This role offers an exciting opportunity to inspire young learners and support their academic growth and foster confidence through tailored tutoring sessions. The ideal candidate will bring a vibrant energy to their teaching.

## Key Responsibilities

- Be responsible for the safety and wellbeing of all pupils from the moment they enter the premises right up until they are handed back into the care of their parents at home time
- Ensure the highest standards of quality when teaching
- Deliver engaging, personalised tutoring sessions, either in person and/or on-line focusing on 11+ exam preparation to small groups of pupils
- Develop curriculum materials that meeting individual pupils needs, ensuring alignment with educational standards and exam requirements
- Maintain detailed records of pupil progress and assessments to inform ongoing planning as well as attendance, accidents, incidents etc
- Reviewing pupil's homework assignments and to give feedback for improvement
- Re-organise the classroom /tables/chairs at the end of each lesson, ready for the next day
- Follow safeguarding and compliance processes and escalating concerns in- line with school policy

## Qualifications

- Proven experience in tutoring or teaching within primary education, specifically Upper KS2
- Strong background in curriculum development, lesson planning, and assessment strategies
- Knowledge of 11+ exam content, preparation techniques
- Excellent communication skills to effectively engage with pupils and parents
- Strong track record in teaching English and Maths Upper KS2 curriculum and 11+ preparation

**Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Establish effective working relationships and set a good example through presentation and personal and professional conduct
- Actively participate in Performance Management, training, continuous professional development and other learning activities
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health and safety, reporting, security, confidentiality and data protection
- Work collaboratively with other professionals

**The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Principal/Vice Principal.**

# Person specification

(E) = Essential  
(D) = Desirable

## Qualifications and Knowledge

- Proven experience in tutoring or teaching within primary education, specifically Upper KS2 (E)
- QTS, PGCE or equivalent (D)
- Evidence of Continued Career Development (E)
- Good knowledge of all National Curriculum subjects (E)
- An understanding of current best practice in education (E)

## Skills and Expertise

- Strong track record in teaching English and Maths in Upper KS2 (E)
- Strong background in curriculum development, lesson planning, and assessment strategies (E)
- Knowledge of 11+ exam content, preparation techniques (E)
- Good range of IT skills (E)
- High expectations of all pupils (E)
- Able to create a well organised and stimulating learning environment (E)
- Be able to promote and support the emotional wellbeing of pupils (E)
- Ability to work effectively as part of a hardworking school (E)
- Ability to prioritise workloads and meet deadlines (E)

## Personal Qualities

- Excellent communication skills to effectively engage with pupils and parents (E)
- Excellent time management and organisational skills (E)
- Ability to establish positive relationships with staff, pupils and parents (E)
- Ability to multi-task and be flexible (E)
- Ability to think creatively and demonstrate initiative (E)
- High standards and expectations of pupils and yourself (E)
- Sense of humour and positive outlook (E)
- A willingness to learn with and from colleagues (E)



## Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people (E)
- Strong support for the ethos of the school (E)
- A good role model for all (E)



# Benefits

## Employee Assistance Programme

Confidential 24-hour helpline  
Counselling sessions  
Wellness app

## Refreshments

Tea and coffee facilities provided

## Physical Health

Occupational health support  
Bike2Work Scheme

## Professional Development

Life and leadership coaching through the EAP  
INSET training

## Financial

Staff discount for School fees (subject to qualifying criteria)  
Financial coaching through the EAP  
Regular benchmarking of salaries  
Access to BlueLight Card and other discounts

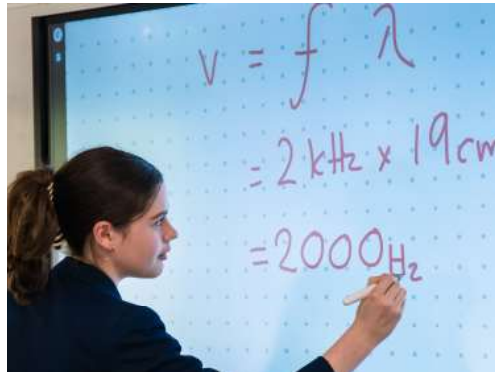
## Additional Benefits

Pleasant working grounds and location  
Free parking on site  
Friendly team

St Mary's offers colleagues the opportunity to work in a warm, purposeful and ambitious school community where pupils are known well and relationships matter. Small classes, committed pupils and a strong pastoral culture create the conditions for excellent teaching and meaningful professional impact.

As we approach our 120th anniversary in 2028, this is also an exciting moment to join the school. Colleagues appointed now will have the opportunity to contribute to an important phase of development, helping to shape an academically ambitious, intellectually rigorous and distinctive education for girls.

We value professional voice, collaboration and continuing development, and we are looking for colleagues who want to bring intellectual energy, scholarship and care to the life of the school.



# Application process

Closing date for applications: Friday 15th May 2026

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

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

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

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.

## 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/](http://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/](http://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.



St Mary's  
Colchester

