



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Teacher of French with Spanish and/ or German (P/T: 0.5 – 0.9)**

Start Date: September 2026

Closing Date: 9:00am on Monday 11<sup>th</sup> May 2026

Interview Date: 14<sup>th</sup>-15<sup>th</sup> May 2026



# Welcome from Head

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St Mary's is a truly special place to work — from the moment you step through 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

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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 warm and 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

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

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and the whole school opportunities that this brings.

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 passionately 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?

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- Competitive Salary
- Generous 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.



# Teaching and Learning at St Mary's

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Professional trust and teacher autonomy are important to us. There is some flexibility when it comes to how and what you teach, and you will have more occasions to invest in creative planning and teaching, taking opportunities to follow the passions of the class whilst delivering an effective curriculum. We do not expect you to adhere to explicit and directed lesson formats, writing lesson objectives on the board or following a prescribed lesson order. When our students change class, they move in an orderly fashion to their next lesson, taking responsibility for their own behaviour. Our students are taught in an environment where engagement and quality work is expected of everyone. In addition, there are pedagogical benefits to smaller class sizes. You will get to know the unique attributes of each student, giving them increased levels of attention and building productive classroom relationships that enable your students to excel.



Staff professional development is given a high priority at St Mary's. The professional development process is aimed at cultivating great teachers who can flourish in our environment and meet our pedagogical standards. You will have the opportunity to contribute to working parties, a Teaching and Learning forum, speak at the regular 'Gold Nugget' best practice slot, write for the T&L newsletter and enjoy the buzz around our Open Classroom events. CPD is encouraged and generously funded. We want our teachers to be the best they can be and recognise that a culture of continuously learning is a crucial component of supporting and developing our staff.



# The Role – Teacher of Modern Foreign Languages (P/T: 0.5 – 0.9)

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St Mary's School is seeking a Teacher of French with Spanish and/ or German to work in our MFL Department. You will join a team of committed, enthusiastic Teachers who are passionate about the importance of Language Learning. There are currently three subject areas, French, Spanish and German, although the latter is being phased out and not offered beyond September 2028.

All girls in Key Stage 2 & 3 study French but in Year 8 add Spanish. French and Spanish are then offered as option subjects in KS4. We have a good proportion of dual linguists and a small number of girls are opting to continue languages at A level, some of whom go on to read Modern Languages at University. We currently follow Edexcel GCSE and A level courses in all three languages. Our girls have a proven track record of success at GCSE and A level, with many returning to school after university to encourage girls to study these subjects.

Trips to France and Spain are part of the MFL offering at St Mary's. These trips are very well supported, and all staff in the department are expected to take part in these trips. A level students are strongly encouraged to complete work experience abroad organised via <http://workexperienceabroad.co.uk/>. The department is well resourced with dedicated classrooms and good ICT facilities. Language clubs are held in each language, a successful pen friend system is in place and the department celebrates Modern Language Day and European Day of Languages each year with a variety of activities.

The successful candidate must be able to teach French up to and including A Level. The ability to teach either Spanish to KS3 or German to KS4 is essential. This is a part-time role and your ability to teach one or two languages in addition to French will determine the proportion of the P/T role ranging from 0.5 to 0.9.

You should have stamina, good humour and be able to demonstrate strong organisational skills. Good ICT skills are essential and candidates should be aware that technology is used to enhance learning throughout the curriculum. Staff play a crucial part in the marketing of the school and attend all Open events, including those out of hours and at weekends, as well as our annual evening Carol Service in December and Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.



# Main Duties

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<b>Main Duties</b>	To plan, prepare and teach well-structured lessons as required by the department in line with the Teachers' Standards.
	To set high expectations which inspire, motivate and challenge pupils.
	To set homework and mark written work regularly according to the department policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
	To set, supervise and mark school examinations and coursework for public examinations.
	To assess, record and report on the development, progress and attainment of pupils, and to communicate this information to parents via written reports and parents' evenings.
	To provide written information for UCAS and other similar forms when required.
	To ensure good progress and outcomes by pupils.
	To consult with the Head of Department about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A-Level.
	To keep records of attendance at lessons as required.
	To invigilate public examinations as required.
	To keep records of books distributed.
	To enrich the academic curriculum by organising educational visits where appropriate.
	To continually review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
	To adapt teaching to respond to the strengths and needs of all pupils.
	To participate in the wider school community by making a positive contribution to co-curricular activities and by leading at least one club per week.
	To maintain good order and discipline among pupils and safeguard their health and safety.
	To liaise with Form Tutors or Heads of Section about serious discipline problems or any other difficulties pupils may cause, or appear to be having.
To attend Departmental, Staff, Parents and INSET meetings.	
To attend assemblies.	



# Main Duties

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<i>Main Duties</i>	To attend assemblies.
	To act as Form Tutor as required.
	To always be aware of your pastoral responsibilities and safeguarding.
	To promote the school whenever possible by having positive conversations with visiting families and students and sharing content with the Marketing Department. You must always be prepared to participate in marketing efforts.
	To provide cover for absent staff.





# Candidate Specification

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<b>Teaching</b>	Good honours degree in French.
	Qualified Teacher Status.
	Ability to teach French up to KS5 PLUS Spanish to KS3 and/ or German to KS4.
	Proven willingness to embrace new ideas and methodology and commitment to lifelong learning.

<b>Knowledge and Skills</b>	Understands the importance of current educational issues and developments in improving standards.
	Can debate subject pedagogy informed by research led practice.
	Has ideas around the science of learning and how this can be harnessed within the classroom.
	An outstanding classroom practitioner who leads by example.
	An effective and supportive team member.
	Skilled at monitoring and evaluating student progress.
	Able to motivate students and raise their aspirations through a range of strategies.

<b>Experience</b>	Successful secondary phase teaching experience.
	Experience of teaching French up to and including KS5.
	Secure ICT/ technology skills and be interested in using ICT/ technology in the classroom.
	Experience of teaching Spanish to KS3 or German to KS4.
	Excellent subject knowledge.
	Experience of successful strategies for raising students' achievement with innovative pedagogy.

<b>Safeguarding</b>	To adhere to School Safeguarding and Child Protection Policies.
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# Candidate Specification

<b>Personal Qualities</b>	Support the Christian ethos and values of the school.
	Be flexible and resourceful.
	Enjoy working in collaboration with others; a team player.
	Display moral, intellectual and personal integrity and authority.
	Be committed to equality of opportunity, community cohesion and student social mobility.
	Have resilience and stamina combined with a good sense of humour.
	Be self-reflective, demonstrating a willingness to be a lifelong learner.





# Safeguarding

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*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

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Please apply via mynewterm <https://mynewterm.com/>

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

As part of the interview process, you will be asked to teach a 35-minute KS4 or KS5 lesson in French and complete a task. You will also be given a tour of the school, meet the other members of the MFL department, and attend a panel interview. You will also be required 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. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. 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 Monday 11 May 2026

**Interview date:** Thursday 14th or Friday 15th May 2026

**Hours:** This is a part-time role: 0.5 – 0.9

**Salary:** Competitive