St Mary's School
Gerrards Cross



Application Pack

Job Role: Head of Religious Studies

Start Date: January 2027 preferred

Closing Date: 9:00am Monday 7th December 2026

Interview Date: Wednesday 9th December 2026

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

Welcome from 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 students flourish and achieve their dreams and ambitions.

Our motto, *Embrace – Empower – Excel,* reflects not only our approach to educating our students, 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.

St Mary's recently announced that we would open our doors to boys in all Prep School years as well as Years 7 & 12 in September 2027. This will be a phased transition to be fully-co-educational by 2031.

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.

About St Mary's School





St Mary's is an independent day school for children 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 for Key Stage 3 and class sizes for GCSE and A Level average 14. Academic outcomes are excellent with 51% of this year's A Level grades at A* - A.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds their potential whilst genuinely enjoying school life, making memories, and building skills to equip them to be successful through the 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 they receive at St Mary's, our students know their worth, who they are as an individual, and what they want 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

St Mary's is committed to providing an excellent education in a caring, happy environment, where each child develops self-confidence and exceeds their 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 whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with well-being 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 their 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?

- 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
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- 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 students 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

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 whist 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 –Head of Religious Studies

St Mary's School is seeking a dynamic, energetic and inspirational graduate to lead our successful Religious Studies department. As Head of Department and the specialist RS teacher, you will be supported by committed non-specialist members of staff who help cover the timetable. The teacher in charge of RS is expected to provide material and support for these colleagues; however, the school is well resourced and has spent recent years creating a strong curriculum for all students.

This subject is a popular choice at St. Mary's. GCSE students currently take the AQA specification. At A-Level we currently follow the OCR specification. Our students have a proven track record of success at GCSE and A level.

The Year 7 and 8 curriculum covers the five world religions; Year 9 revisits Christianity in greater depth, explores Humanism and considers religious and non-religious perspectives on crime and punishment; Years 10 and 11 study units on Christianity and Islam, with a focus on Themes A, B, D, And E. The A-Level students study Philosophy, Ethics, and Developments of Christian Thought. The department organises trips to local places of worship as well as taking students to conferences and events in London. The department is well resourced with a dedicated classroom and good ICT facilities. The department also leads the organisation of workshops, recognising major religious festivals, in our 'Spiritual Hub' a multi-faith space in the former school chapel.

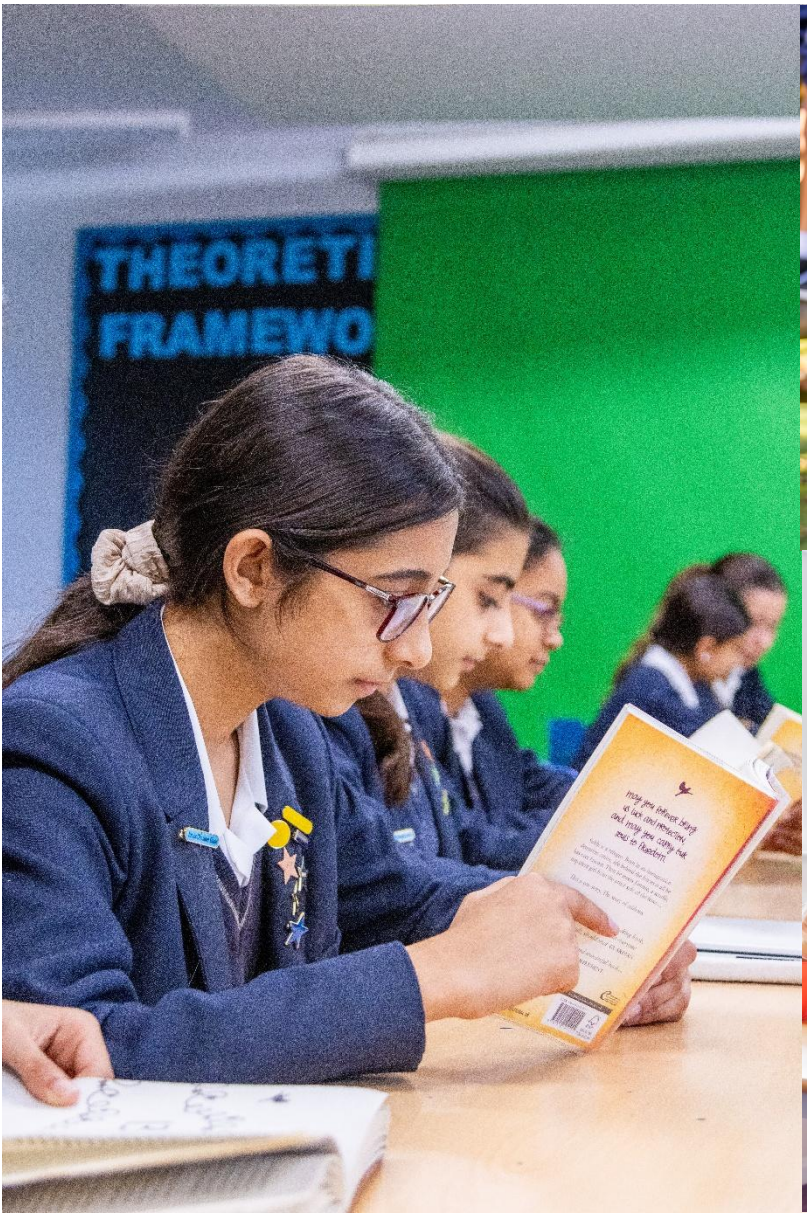
The successful candidate must be able to teach Religious Studies up to and including A Level. You should have stamina, good humour and be able to demonstrate strong organisational skills. Good ICT skills are essential, and candidates should be aware that technology is used to enhance learning throughout the curriculum. Staff play a crucial part in the marketing of the school and attend all Open events, 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 students.

Main Duties

Main Duties	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 students.
	To set homework and mark written work regularly according to the school and department policies and ensure that the correct procedures are followed if work is missing, incomplete or late.
	To set, supervise and mark school examinations and coursework (where relevant) for public examinations.
	To assess, record and report on the development, progress and attainment of students, 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 monitor and support excellent teaching and learning practices through quality assurance processes, e.g. work scrutiny, learning walks and homework review
	To ensure good progress and outcomes for all students.
	To support colleagues on delivery of topics and promote high standards of teaching in the department, and to encourage and facilitate the sharing of good practice and expertise.
	To consult with the SLT Line Manager about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A-Level.
	To plan and lead or support with visits to enrich the academic curriculum and support department members in this aspect of their role.
	To keep records of attendance at lessons as required.
	To invigilate school and public examinations as required.
	To keep records of books distributed.
	To continually review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
	To be able to adapt teaching to respond to the strengths and needs of all students.
	To participate in the wider school community by making a positive contribution to co-curricular activities.
	To maintain good order and discipline among students and safeguard their health and safety.
	To liaise with Form Tutors or Heads of Year about serious discipline problems or any other difficulties students may cause or appear to be having.
	To attend Departmental, Staff, Parents and INSET meetings.

Main Duties

Main Duties	To build positive working relationships with students and to act as a Form Tutor if required.
	To always be aware of your pastoral and safeguarding responsibilities.
	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

Teaching	Good honours graduate in a related discipline.
	Qualified Teacher Status.
	Evidence of continuing professional development and a commitment to personal lifelong learning.
	Proven willingness to embrace new ideas and methodology based on sound pedagogy principles.

Knowledge and Skills	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.

Experience	Successful secondary phase teaching experience.
	Experience of teaching Religious Studies to GCSE and A Level (essential).
	Secure ICT/ technology skills and be interested in using ICT/ technology in the classroom.
	Excellent subject knowledge.
	Experience of successful strategies for raising students' achievement with innovative pedagogy.

Safeguarding	To adhere to School Safeguarding and Child Protection Policies.

Candidate Specification

Personal Qualities	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.
	Support the Christian ethos and values of the school.







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 teach a lesson, meet the department, be given a tour of the school 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.

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 7th December 2026
Interview date: Wednesday 9th December 2026
Hours: Full-time
Salary: Competitive + TLR