



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Director of Sport**  
Start Date: September 2026  
Closing Date: Monday 16<sup>th</sup> March 2026  
Interview Date: Tuesday 24<sup>th</sup> March 2026



# Welcome from the 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 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

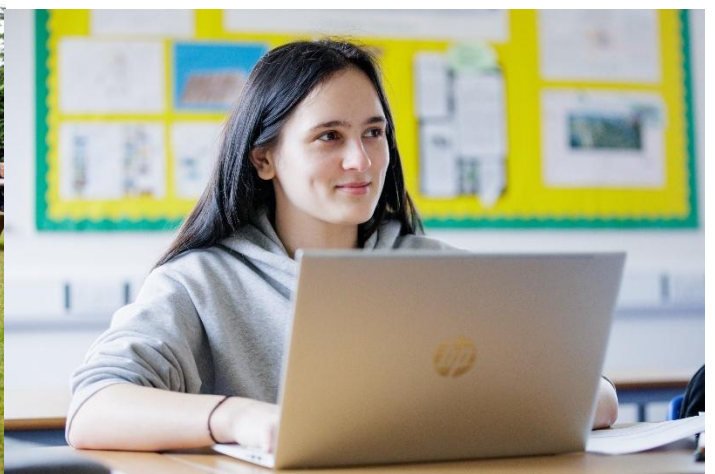
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St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

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?

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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 students and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.





# The Role – Director of Sport

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St Mary's School is a vibrant, nurturing and high-achieving community where staff are valued, supported and encouraged to flourish. Our students are a joy to teach, polite, hardworking, determined, and eager to embrace every opportunity. Sport plays a central role in school life, contributing to students' confidence, wellbeing and sense of belonging, and the Director of Sport will be instrumental in shaping a rich and inspiring programme.

This is an exciting opportunity for an enthusiastic, ambitious and well-qualified leader who is passionate about sport and committed to developing the very best sporting provision for girls. You will oversee the strategic direction of PE and Games, support a strong and collaborative team, and ensure that every student, regardless of starting point, has the opportunity to enjoy sport, develop their skills and fulfil their potential. The PE Department has outstanding achievements at GCSE and A level, with consistently impressive value-added results and vibrant, enthusiastic teaching groups that continue to flourish year after year.

St Mary's benefits from an impressive range of sports facilities that support both curriculum and co-curricular provision. Our MUGA (Multi-Use Games Area) provides a high-quality outdoor space ideal for netball, hockey, football and fitness training. Fully equipped with nets and floodlighting, it allows for extended training sessions and after-school activities throughout the year. We also have two sports halls, each offering distinct opportunities:

Large Sports Hall – a versatile space for indoor sports including badminton, basketball, hockey, football, rugby and gymnastics, with the added feature of a climbing wall.

Small Sports Hall – a more intimate setting suited to activities such as dance, martial arts and multi-sports for younger students or smaller groups.

These facilities form a central part of our thriving sports programme and provide an excellent foundation for further innovation and development led by the Director of Sport.





# Main Duties

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<b>Leadership and Management of Others</b>	Lead and inspire the Physical Education Department, fostering a culture of high expectations, collaboration and continual improvement.
	Oversee the teaching and provision of core PE and Games across all key stages, and academic PC (GCSE and A Level), ensuring the highest quality of teaching and learning.
	Lead curriculum development across Nursery–13, ensuring progression, challenge, enrichment and alignment with whole-school priorities.
	Act as a strong role model for exceptional practice in both practical and classroom settings.
	Maintain a high profile for sport within the school community, promoting participation, enjoyment and ambition.
	Oversee a wide variety of weekly cubs (before school, lunchtime and after-school), encouraging mass participation while also offering pathways for talented athletes.
	Develop and deliver an extensive co-curricular and fixtures programme, ensuring a diverse and exciting range of opportunities for all students.
	Oversee the training, preparation and oversight of school teams to ensure competitive fixtures are fulfilled.
	Lead on departmental events, competitions, festivals, visits, and showcase opportunities.
	Line manage departmental staff, providing support, coaching and regular developmental feedback.
	Work with support staff to ensure efficient scheduling, resources, administration and communication.
	Ensure effective management of external examination entries, coursework and assessment processes.
	Work with the Head of Houses to develop and run an exciting and inclusive range of House competitions to foster team and community spirit through active participation by all students.



## Main Duties

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<b>General Requirements</b>	Attend departmental, staff and INSET meetings, contributing positively to school life.
	Undertake other duties reasonably requested to support the smooth running of the school.
	Uphold the ethos and values of St Mary's School, acting as an ambassador for the department.
	Support safeguarding, following all relevant policies and procedures.

<b>Teaching and Learning</b>	Deliver high-quality, inspiring PE lessons across all age groups, including GCSE and A Level Physical Education (AQA).
	Teach and oversee the Sixth Form core PE programme, promoting lifelong participation and enjoyment.
	Provide strong subject knowledge, including the ability to teach a range of sports confidently; netball, athletics and swimming experience advantageous.
	Create and maintain up-to-date resources, schemes of work and assessment materials for the department.
	Use assessment information to identify gaps in student skills and understanding, implementing interventions and adapting curriculum plans accordingly.
	Assess, record and report on pupil progress, providing written reports and contributing to parents' evenings.
	Support students with UCAS references or equivalent when required.
	Ensure lessons are inclusive, engaging and tailored to meet individual learners' needs.



# Main Duties

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<b>Strategic Planning</b>	Lead on the ongoing review and development of the PE curriculum across all key stages, ensuring breadth, progression and opportunities for leadership.
	Develop a strategic plan to promote active, healthy lifestyles across the school, with a particular focus on girls' participation.
	Contribute to departmental and whole-school improvement planning, setting clear goals and evaluating their impact.
	Analyse departmental data to identify trends, celebrate successes and drive improvements in participation and achievement.
	Maintain and develop high-quality sports facilities, teaching spaces and resources, ensuring safety and alignment with curriculum needs.
	Identify opportunities for innovation, enrichment and expansion of the school's sports offering.

<b>Co-Curricular</b>	Work with the Head of Co-curricular to coordinate and expand the school's extensive co-curricular sports programme, ensuring a broad, inclusive and exciting range of opportunities.
	Oversee a wide variety of weekly lunchtime and after-school clubs, encouraging mass participation while also offering pathways for talented athletes.
	Develop provision across key sports, notably netball, athletics, swimming and gymnastics, ensuring high-quality coaching and progression.
	Manage the full fixtures calendar across all key stages, ensuring strong relationships with local, regional and national sporting bodies.
	Organise and lead teams for inter-school competitions, including local leagues, county and national events.
	Coordinate and support teams entering swimming galas, gymnastics competitions and other specialist sporting festivals.
	Ensure high-quality preparation of students for competitions, including training sessions, team selection and performance analysis.
	Promote excellence in sport while maintaining a strong focus on enjoyment, teamwork and school spirit.





## Main Duties

<b>Staff Support and Training</b>	Provide regular lesson drop-ins, coaching meetings and developmental conversations with departmental staff.
	Support colleagues in delivering high-quality teaching, sharing best practice and modelling excellent pedagogy.
	Encourage a culture of reflective practice, professional curiosity and openness to feedback.
	Organise and contribute to staff training within the department and support whole-school INSET as appropriate.
	Collaborate with other schools and professional networks to broaden provision and share ideas.
	Support staff wellbeing by promoting positive teamwork, communication and shared responsibility.





# Candidate Specification

<b>Qualifications</b>	Good honours graduate.
	Qualified Teacher status (QTS) or equivalent.
	Evidence of relevant continuing Professional Development and its successful application.
	Commitment to lifelong learning for self and others.
	Trampolining qualification would be advantageous.

<b>Experience</b>	Proven track record of successful teaching and some leadership experience would be desirable.
	Experience in teaching in all Key Stages 1, 2, 3, 4 and 5 (A Level) and across all ability ranges.
	Successful experience of raising standards for all with measurable outcomes.
	Experience of identifying and sharing strategies to promote progress for groups of students.
	In-depth knowledge and experience of Child Protection and Safeguarding procedures.
	Confidence with IT and database technology.
	Experience of Co-curricular participation and organisation.





# Candidate Specification

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<b>Knowledge and Skills</b>	Strong subject knowledge and familiarity with current examination specifications.
	Understanding of current educational developments, including creativity in the curriculum and cross-curricular opportunities.
	Ability to think creatively, anticipate challenges, and develop effective solutions.
	Ability to work effectively with colleagues from all areas of the school.
	Commitment to supporting students with different learning and personal needs to fulfil their academic potential.
	Commitment to the development and maintenance of good relationships with staff, parents, students, governors and the community.
	Ability to establish and sustain appropriate structures and systems and monitor them.
	Ability to drive school minibus would be advantageous.

<b>Attributes</b>	A passion for inspiring students within sport.
	Honest, reliable, energetic and possessing integrity.
	Effective problem solving, negotiation and mediation skills.
	Decisive and collaborative.
	Proven commitment to be fully involved in the life of the school, and to work unsocial hours when required, but understanding the importance of work / life balance.
	Able to delegate effectively, work to people's strengths and help them achieve their best.
	Excellent oral and written communication skills.
	Ability and willingness to support and challenge colleagues on a personal and professional level.
	Proactive and creative with a very keen eye to detail.
	Excellent organisational skills.
	A willingness to contribute fully to the co-curricular and pastoral life of a busy independent school.
	Ability to communicate effectively with external sports providers/coaches to extend provision.





# 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/home> or complete an application form which can be obtained from the HR Department at [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to [applications@stmarysgx.co.uk](mailto:applications@stmarysgx.co.uk)

Interviews will take place over a day and will include teaching a lesson, meeting the Department, a tour of the school, a meeting with HR and a panel interview. You will also be required to provide proof of identity and qualifications, and an online social media check may be carried out as part of our due diligence process. 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:** Monday 16<sup>th</sup> March 2026

**Interview date:** Tuesday 24<sup>th</sup> March 2026

**Hours:** Full-time

**Salary:** Competitive