



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Head of Art & Textiles**

Start Date: **September 2026**

Closing Date: **9:00am on Monday 23rd March 2026**

Interview Date: **Thursday 26<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

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?

- 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.



# The Role – Head of Art & Textiles

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St Mary's School is seeking an inspirational and forward-thinking Head of Art & Textiles to lead our thriving and ambitious Art Department. This is an exciting opportunity for an exceptional teacher and creative leader to shape the future of Art at St Mary's and to build on our strong tradition of artistic excellence.

The successful candidate will provide clear vision and direction for the department, leading a dynamic curriculum that inspires and challenges students across KS3, KS4 and KS5 (A Level) in Senior House. You will be a skilled practitioner, confident in teaching a wide range of media and disciplines, including Fine Art and Textiles. You will be able to stretch the most talented students while supporting all learners to take creative risks and develop strong research and recording skills.

As Head of Department, you will model outstanding teaching, develop high-quality resources, support colleagues, and cultivate an atmosphere of high expectations and creative curiosity. You will oversee the efficient running of the department, including administration, health and safety, and the maintenance of excellent studio spaces.

Beyond the classroom, you will enrich the artistic life of the school through exhibitions, workshops, visiting artists, and a vibrant co-curricular programme. You will also promote partnership opportunities, including links with prep and primary schools and the wider community.

This role is ideal for a passionate, energetic and visionary educator who believes in the transformative power of Art and is ready to inspire the next generation of young artists at St Mary's.





# Main Duties

<b>Key Responsibilities and duties</b>	Be an outstanding practitioner and demonstrate a clear passion for Art, Craft and Textiles.
	Lead the Art Department in effective teaching and learning, assessment and reporting.
	Monitor the work of all members of the Art Department to teach to the highest standards to maintain high grades.
	Keep abreast of all educational developments in the subject area and of all changes to examination specifications.
	Differentiate appropriately for pupils of all ability, including challenging the most able and assisting those who require additional support.
	Share in the responsibility for maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness.
	Ensure that the Art Department is appropriately equipped and staffed to enable effective teaching and learning.
	Take responsibility for ensuring that co-curricular activities and trips are organised and run by the Art Department as appropriate.
	Ensure Health and Safety and risk assessments are up to date.
	Understand exam board principles of assessment.
	Lead, motivate, support, develop, monitor and appraise staff within the Art Department in all aspects of their teaching.
	Lead technicians to provide displays around the School and ensure lessons are supported
	Take responsibility for an art scholarship programme with regular artistic workshops, lectures and challenges.





# Main Duties

<b>Leadership</b>	<p>To set and to maintain the quality and standards of work within the department, and to establish its aims and objectives</p>
	<p>Provide steady, confident leadership that brings teams together, build trust, and ensure consistent standards, even when navigating challenging situations or differing viewpoints.</p>
	<p>To produce, review and revise where necessary programmes of study and schemes of work.</p>
	<p>To organise and promote partnership activities and events with local primary and prep schools.</p>
	<p>To be responsible and accountable for the quality of teaching within the department.</p>
	<p>To keep abreast of new techniques and concepts in the subject.</p>
	<p>To ensure that the correct procedures are adopted and maintained by all who work in the department, noting the requirements of the school's Health &amp; Safety, Learning &amp; Teaching, and marking policies.</p>
	<p>To be responsible for organising and implementing extra-curricular activities for the department, including visits to art galleries, exhibitions, workshops, visiting artists, etc.</p>
	<p>To provide ample opportunities for girls to showcase their work outside the school, including participation in competitions</p>





## Main Duties

<b>Administration</b>	<p>To provide for each year group, appropriate programmes of study based on the published specifications and to ensure that members of the department are familiar with them and that they are followed appropriately.</p>
	<p>To arrange staffing and rooming of the department's timetable in consultation with the Deputy Head (Academic).</p>
	<p>To oversee the setting of internal examinations and topic tests meeting deadlines set by the Deputy Head (Academic)</p>
	<p>To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met.</p>
	<p>To liaise with the Examination Officer in the entering of candidates for external examinations.</p>
	<p>To keep records showing set sizes, grades achieved in mock and public exams.</p>
	<p>To ensure that the departmental Handbook is thorough and up to date.</p>
	<p>To take responsibility for the annual department budget, ensuring that expenditure stays within the limits of the budget.</p>
	<p>To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary.</p>
	<p>To arrange regular meetings of the department in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice.</p>
	<p>To be responsible for the organisation of the annual whole school Art Exhibition.</p>





# Candidate Specification

<b>Qualifications</b>	Good honours graduate in Art, Textiles, Design or a closely related discipline.
	Qualified Teacher status (QTS) or equivalent.
	Evidence of relevant continuing Professional Development and its successful application.
	Commitment to lifelong learning for self and others.
<b>Experience</b>	Proven track record of successful leadership, ideally 2-3 years.
	Successful leadership of people, such as Head of Year or Head of Department.
	Experience in teaching in all Key Stages 3, 4 and 5 (A Level) and across all ability ranges.
	Successful experience of raising standards for all with measurable outcomes.
	In-depth knowledge and experience of Child Protection and Safeguarding procedures.
	Confidence with IT and database technology.
	Experience supporting pupils with UCAS and creative industry applications (e.g., portfolio preparation).
<b>Knowledge and Skills</b>	Strong subject knowledge in Art and Textiles and familiarity with current examination specifications.
	Knowledge of industry trends in design, fashion, and technology that can enrich classroom teaching.
	Understanding of current educational developments, including creativity in the curriculum and cross-curricular opportunities.
	Ability to think creatively, anticipate challenges, and develop effective solutions.
	Commitment to promoting and working with different learning styles and multiple intelligences.
	Commitment to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.
	Ability to establish and sustain appropriate structures and systems and monitor them.



# Candidate Specification

<b>Attributes</b>	A passion for inspiring pupils in design and creative thinking.
	Skilled and effective diplomatic communicator.
	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.
	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.





# 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 last approximately half a day and will involve teaching a lesson, meeting with HR, meeting the Art Department, a tour of the school and 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:** Monday 23<sup>rd</sup> March 2026

**Interview date:** Thursday 26<sup>th</sup> March 2026

**Hours:** Full-Time

**Salary:** Competitive