



St Mary's
Colchester

Maths Teacher

CANDIDATE INFORMATION PACK

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: 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.



Why Maths at St Mary's

Mathematics has a central role to play in the next phase of St Mary's development. We want our pupils to experience mathematics as challenging, precise, creative and empowering; a subject that builds confidence, intellectual discipline and ambition.

This post offers the opportunity to help shape an academically ambitious culture for girls. The successful candidate will work with colleagues to strengthen curriculum thinking, develop high-quality teaching and assessment, and ensure pupils are both supported and stretched.

We are looking for a Maths teacher who believes in strong foundations, high expectations and joyful intellectual challenge, and who wants to play a meaningful role in building the next chapter of mathematics at St Mary's.



Job description

Job title:	Maths Teacher
Reporting to:	Subject Lead - Maths
Hours:	Full-Time
Salary:	Main professional scale/Upper pay scale

Core Purpose

- The postholder will be expected to undertake duties in line with the professional standards for qualified teachers to secure the highest standards of learning and achievement for pupils within an atmosphere where pupils feel challenged, valued, safe and secure.
- To model the school's vision and values through implementation of agreed policy, practices, and procedures.
- To demonstrate high quality teaching so all pupils make progress.
- To teach pupils, and ensure that planning, preparation, recording, assessment, and reporting meet their varying learning and social needs.
- To work closely with the other members of the Faculty to promote effective working to constantly seek to improve learning and teaching and raise progress and achievement for all pupils.
- To work closely with the other members of the Faculty in leading specific initiatives/projects within the Faculty to secure further improvements in pupil progress and attainment and strengthen links with the community.
- To support a culture that promotes excellence, equality, and high expectations for all pupils.

Key Responsibilities

- To operate a system for sharing good practice within the subject/Faculty.
- To oversee the management and development of the subject curriculum.
- To play an active role in the development and updating of schemes of work and assessments and to monitor their consistent implementation.
- To develop and promote subject-focused activities and educational visits.

Support

- To support the implementation of the Faculty team vision and ethos to raise academic standards.
- To choose/plan appropriate syllabuses.
- To write appropriate schemes of work in conjunction with other subject teachers if appropriate.
- To design and write assessments for relevant subject area.
- To share good practice and resources with other members in the Faculty.
- To attend Faculty meetings.
- To contribute to a comprehensive, up to date, Faculty Handbook in electronic format.
- To contribute to the development of an annual Faculty improvement plan, which contributes to the achievement of the School Improvement Plan.
- To participate in subject related trips, working closely with the EVC (Educational Visits Co-ordinator).
- To keep up to date with developments in subject areas as well as teaching practices and methodologies.
- To assist the Head of Faculty in supporting whole school events, for example Open Mornings, Parents' meetings, Taster/Experience events.
- To help promote and co-ordinate cross-curricular approaches and developments, working with other subject teachers.
- To keep up to date with national developments in the subject area and teaching practice and methodology.

Teaching

- To develop high quality resources for teaching and learning.
- To plan appropriate teaching to meet all the needs of pupils through differentiation.
- To make effective use of IT to enhance teaching and learning.
- To be proactive in maintaining up to date subject knowledge.
- To participate in the school's performance management process.
- To provide cover for absent colleagues as directed by the Assistant Head of Senior School (Academic).

Communications and Liaison

- To ensure that you are familiar with the aims and objectives of the Faculty.
- To support the effective communication/consultation across the Faculty with parents of pupils.
- To liaise with feeder schools, higher education, industry, examination boards, awarding bodies, and other relevant external bodies as required.
- To contribute to the planning and delivery of school liaison activities, for example 'taster' events.

Academic and Pastoral Monitoring

- In conjunction with the Head of Faculty, to identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To support the overall progress and development of pupils within your subject in relation to targets set for individuals, ensuring that follow-up intervention procedures are adhered to, to maximise pupil progress.
- To ensure that parents are informed in a timely manner of interventions.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- To use the reward system and behaviour management system consistently.

Administrative Duties

- To maintain accurate and complete mark book in line with school policy.
- To ensure that attendance, progress, behaviour, and attainment of pupils taught within your classes is regularly recorded.
- To report to parents on the development, progress, and attainment of pupils.
- To ensure paperwork/evidence required for inspection/day to day operations is completed and stored appropriately as directed by the Assistant Head of Senior School (Academic).
- To work with the Head of Faculty and other teachers within the faculty, provide or contribute to oral and written assessments, reports and references relating to pupils within the Faculty as and when requested by the Assistant Head of Senior School (Academic).

Other Specific Duties

- To attend INSET training, staff meetings and briefings as directed by the Senior Leadership Team.
- To participate in wider school initiatives, such as Challenge Weeks and residential/day trips.
- To contribute to the Faculty's offer to the school's enrichment programme so a variety of activities is offered by the Faculty.
- To carry out scheduled staff supervisory duties such as at break and lunch times.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example.
- To comply with whole school policies and procedures.
- To maintain a visible, professional, and high profile within the school.

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, 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.

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, including checks with past employers and the Disclosure and Barring Service.

Person specification

(E) = Essential
(D) = Desirable

Education/Qualifications/Training

- Education to degree level in a relevant subject
- QTS, PGCE or equivalent
- Strong subject knowledge and intellectual curiosity within mathematics
- Evidence of Continued Career Development
- An understanding of current best practice in education

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Skills and Expertise

- Experience of teaching across age and ability range
- A commitment to evidence-informed pedagogy and reflective professional practice
- Ability to provide appropriate stretch and challenge for high-attaining pupils
- Commitment to developing girls' confidence, participation and ambition in mathematics
- High expectations of pupils' academic progress, presentation, conduct and engagement
- Ability to use assessment information intelligently to inform teaching, intervention and curriculum development
- High level of ICT literacy
- Experience of Pastoral Care (Form Tutor)

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Personal Qualities

- Ability to establish positive relationships with staff, pupils and parents
- Ability to multi-task and be flexible
- Ability to think creatively and demonstrate initiative
- High standards and expectations of pupils and yourself
- A willingness to learn with and from colleagues
- A positive attitude
- An ability to self-evaluate
- A willingness to commit to a whole school ethos

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Why colleagues choose St Mary's

Employee Assistance Programme

Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments

Lunch available during term-time
Tea and coffee facilities provided

Physical Health

Occupational health support
Bike2Work scheme

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

Professional Development

Life and leadership coaching through the EAP
INSET training

Additional Benefits

Pleasant working grounds and location
Free parking on site

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: Monday 18th May 2026

Date of interviews: On a rolling basis

Candidates should complete their application form on MyNewTerm: <https://mynewterm.com/school/St-Mary's-School-for-Girls/115394>

If you have any questions about the application process, please contact Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

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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/ 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/

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.



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