



## St Mary's School CAMBRIDGE

Thank you for your request for further details of the position of Teacher of MFL (French and Spanish).

Candidates should complete the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. Parts 5 and 6 of the Application Form must show a complete history of employment and should continue on a separate sheet if necessary. These should be emailed together to the HR department [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk). The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post. St Mary's School, Cambridge is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire, right to work in the UK, relevant original ID documentation and degree certificate(s). Interviews will be conducted in person, and they will explore candidates' suitability to work with children. A copy of our Safeguarding Policy can be found on the Vacancies page of our website.

### Interviews

**We will review applications on receipt. Suitable candidates will be interviewed on a mutually convenient date, we therefore advise early submission. St Mary's School Cambridge reserves the right to withdraw the position if an appointment is made prior to the closing date.** Candidates short-listed for interview will be asked to teach an observed lesson when they come to the school. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and degree certificate(s), all of which must be originals. Further information on the observed lesson and documentation required will be provided with the invitation to interview. In a busy and energetic day and boarding school, a willingness to contribute to other areas of school life is always advantageous.

St Mary's School, Cambridge is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding term to apply for a parking space for which there is on occasion, a waiting list.

To find out more about the school, please visit [www.stmaryscambridge.co.uk](http://www.stmaryscambridge.co.uk)

If you have any queries or would like any additional information, please email Kate Martin [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk)