

# **TEACHER OF ENGLISH**

## **(Maternity Cover – One Term)**



**St Mary's School**  
**C A M B R I D G E**

**SEPTEMBER 2025**

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## Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of around 600 students. Approximately 15% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from around 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to have opened our Mary Ward Educational Suite in January 2024 which provides new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

St Mary's School promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates from a wide range of backgrounds.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

## The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

Last year the school celebrated its 125<sup>th</sup> anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

## Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

## Digital St Mary's

St Mary's is a digital school. The goals of the School are supported through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

## Job Description: TEACHER OF ENGLISH

<b>Reporting to:</b>	Head of English
<b>Hours of Work:</b>	1 Term Fixed-Term (Maternity Cover) Part-Time (approximately 50%)
<b>Salary:</b>	£30,965 - £43,671 FTE (dependent on experience)
<b>Dates:</b>	1 September 2025 – 31 December 2025

### English Department Summary

We are looking to appoint an outstanding Teacher of English to join our flourishing English Department for **Winter Term 2025** only. This is a part-time role at approximately 50% of a full-time timetable. The successful candidate must be able to teach Key Stage 4 English Language and Literature. The successful candidate should also be comfortable delivering PHSEE.

The English Department is an innovative, strong department in a successful school. We are committed to delivering exciting, engaging and rigorous lessons which both support and stretch through adaptive teaching. We are proud of our students' results: last year over 50% achieved a grade 7 or above in both GCSE English Language and GCSE English Literature, with 45% achieving an 8 or 9 in English Literature GCSE.

English is taught in mixed ability groups throughout all year groups. Our KS3 schemes focus on breadth in the study of different styles of writing, while still covering a range of literature, including Shakespeare, novels, and poetry from a range of periods and styles. We value reading highly and work closely with our librarian to foster a love of reading. At GCSE we teach AQA English Language and English Literature, and students benefit from excellent levels of support and guidance from staff.

We offer theatre trips as well as other extra-curricular activities related to the study of English. There are weekly or fortnightly clubs including Creative Writing, Debating, Poetry Club, Reading and Library clubs, and the opportunity to help run or contribute to the school magazine, The Gazette. We value creative writing highly, both in lessons and in extra-curricular opportunities, and our students enjoy writing workshops and talks from visiting authors. The English Department also awards Creative Writing scholarships each year at 11+, 13+ and in the Sixth Form.

At A Level we follow the OCR English Literature syllabus. Study of the texts is extended through theatre visits, workshops and lectures, and students benefit from small groups which allow them to explore and discuss their ideas with others. In recent years many of our students have gone on to study English or a related subject such as American and European Studies at a range of universities, including Oxford and Cambridge.

The department aims to foster an enthusiasm for the study of English alongside a spirit of academic excellence. A range of activities, texts and approaches is used to challenge and engage the students. Members of the department share a common ethos and the atmosphere is very positive, productive and supportive. Colleagues willingly share expertise and resources: we discuss and exchange ideas, but our schemes of work also allow flexibility so that individual interests are incorporated within a structured course. The department is well equipped and resourced including ICT facilities such as interactive white boards in all the English rooms, use of student devices and online resources such as Digital Theatre Plus, Massolit and ClickView. Resources are shared on the English departmental area on the school's intranet and VLE.

Joanna Cottingham

Head of English

## Key Responsibilities for a teacher

KEY AREAS	PROFESSIONAL DUTIES AND RESPONSIBILITIES
<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Planning and preparing courses and lessons</li> <li>• Teaching, according to the needs of each student</li> <li>• Assessing, recording and reporting on the development, progress and attainment of students</li> <li>• Setting high educational standards for every student within the classroom</li> <li>• Promotion of the general wellbeing of classes and the individual students within these</li> <li>• Provision of specific subject related guidance and advice to students on further education and future careers, including information about sources of more expert advice on specific questions and university/work experience interview practice</li> <li>• On school systems, keeping records of and writing reports on the academic progress and needs of students</li> <li>• Ongoing self-review of your methods of teaching and programmes of work</li> <li>• Where appropriate, moderation of non-examinable assessments, including Extended Project Qualification or other project based qualifications</li> <li>• Setting of cover work when absent, when appropriate to do so</li> </ul>
<b>Safeguarding &amp; Pastoral</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of students at all times</li> <li>• To comply with the Safeguarding and Child Protection Policy of the School, and ensure that any concerns relating to the safety or welfare of children are reported to the appropriate person</li> <li>• Maintaining good order and discipline among the students when they are engaged in authorised school activities elsewhere</li> <li>• Maintaining student health and safety</li> <li>• Liaising with the Head of Boarding, the Heads of Year, tutors and the nurses regarding the welfare of students</li> <li>• Keeping records of and writing reports on the personal and social needs of students</li> <li>• Tutor duties including one-to-one meetings with tutees, attendance at assemblies, registration of the attendance of students and supervision of their attendance, organising form prayers and delivery of PSHEE, whether these duties are to be performed before, during or after school sessions</li> </ul>
<b>Enrichment &amp; Extra Curricular</b>	<ul style="list-style-type: none"> <li>• Participation in the enrichment programme as part of timetabled lessons</li> <li>• Participation in the extra-curricular programme, both within the department and for the whole School, outside of timetabled lessons</li> </ul>
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Adherence to the Staff Behaviour Policy of the School at all times</li> <li>• Participation in an induction programme</li> <li>• Attendance of all INSET meetings and completion of relevant training</li> <li>• Communication and consultation with parents</li> <li>• Communication and cooperation with persons or professional bodies outside the school</li> <li>• Participation in meetings arranged for any of the purposes described above</li> <li>• Attendance at Briefings, Parent Evenings, and Open Events, or any other events reasonably required by the School</li> <li>• Participation in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements</li> <li>• Participation in reviews and appraisal of your performance and that of other teachers, where appropriate</li> <li>• Participation in arrangements for further training and professional development including those aimed at meeting the needs identified in performance objectives or in appraisal statements</li> <li>• Teachers will be required to be available for cover as indicated on the reserve list but also at other non-contact times as the need arises</li> <li>• Assistance with invigilation, as required</li> <li>• Participation in administrative/organisational tasks related to duties around the school</li> <li>• Other related duties as directed by Head, senior leaders or line-manager</li> </ul>

## Person Specification

SPECIFICATION	DETAIL
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate Degree in relevant area</li> <li>• PGCE, QTS or equivalent desirable</li> <li>• Further professional qualifications associated with this role</li> </ul>
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to academic excellence</li> <li>• Ability to work effectively in a team</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Ability to communicate articulately and confidently with all stakeholders</li> <li>• High levels of personal and professional responsibility and integrity</li> <li>• Resilient, flexible and responsive to challenge</li> <li>• Prioritise deadlines and work under pressure</li> <li>• Self-motivation, enthusiasm and approachability</li> <li>• Good rapport with students, colleagues and parents</li> <li>• Appropriate levels of personal presentation</li> </ul>
<b>Experience, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent secondary school classroom practice</li> <li>• Confident use of ICT</li> <li>• Effective planning, teaching and class management</li> <li>• Preparing and sharing teaching resources</li> <li>• Motivating and inspiring students</li> <li>• Creative and innovative in teaching and learning</li> <li>• Commitment to improve, monitor and self-evaluate teaching and learning</li> <li>• Involvement in all elements of school life including enrichment activities</li> <li>• Commitment to best practice in pastoral support and student welfare</li> <li>• Promotion of safety and wellbeing of students</li> </ul>
<b>Personal Values</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of the school</li> <li>• High expectations for student attainment and conduct</li> <li>• Commitment to own personal development</li> <li>• Commitment to a culture of continuous improvement</li> <li>• Readiness to contribute to the whole school when required</li> </ul>

## Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a defined contribution workplace pension scheme offered through APTIS (Aviva Pensions Trust for Independent Schools) at a flexible employer contribution level up to 22%, BUPA cash plan, 33% discount (pro rata for part-time staff) on school fees, a work laptop, an occupational sickness scheme, free lunches and refreshments, a season ticket discount, access to the Cambridge University Botanic Gardens and much more.

## Equality, Diversity and Inclusion

St Mary's School is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit irrespective of race, religion or belief, pregnancy and maternity, marital status, sex, sexuality/gender preference, disability or age. You are not obliged to complete the Equal Opportunities Form, but any information given will help us monitor the effectiveness of our policies and procedures.

If you have a disability, you are invited to request any special arrangements that you may require for interview or any adjustments that you would consider necessary to your working arrangements by contacting our Human Resources department ([hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk), 01223 353253).

## Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

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 any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk) or call: 01223 353253.

Closing date: 8.00am Monday 23 June 2025

Interview date: week-beginning Monday 30 June 2025

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

## Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.



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CAMBRIDGE