



COVER TEACHER
Candidate Information Pack

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

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

NICOLA GRIFFITHS
Principal





The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

The Lower School was ranked in the top 25 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 our GCSE results are also regularly amongst the best in the country for on-selective schools. 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.



Job description

Job title:	Cover Teacher
Reporting to:	Cover Supervisor
Line management responsibility:	None
Hours:	Flexible, term-time only
Salary:	£25 per hour
Benefits:	Pleasant working grounds and location Free refreshments available Employee Assistance Programme

General Provisions

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed within it.

Purpose of the post

Applications are invited from qualified teachers to join our cover supply bank, providing teaching support on an 'as and when required' basis, for example due to staff absence. We will aim to give as much notice as possible, however you may be asked to work at short notice.

The successful applicant will be expected to provide teaching and learning across a range of subjects to ensure high attainment of pupils. The post holder will adhere to the professional duties of a teacher as set out in the Staff Handbook.

Key Responsibilities

- Provide a nurturing classroom and school environment that helps pupils to develop as learners.
- Ensure that pupils are actively engaged in pre-set work where this has been provided.
- Help to establish/maintain discipline and good order in the classroom.
- Contribute to the effective working of teaching departments.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning

- Teach engaging and effective lessons that motivate, inspire, and improve pupil attainment.
- Plan lessons, where appropriate.
- Use regular assessments to monitor progress and set targets, where appropriate.
- Respond accordingly to the results of such monitoring, where appropriate.
- Ensure that all pupils make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where Subject Leads or Faculty Leads need to be involved.
- Communicate enthusiasm of all subjects, and the areas of learning related to it, to pupils.

School Ethos

- Have an infectious enthusiasm for teaching.
- Play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and pupils follow this example.
- Comply with whole school policies and procedures.
- Maintain a visible, professional, and high profile within the school.

The above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Principal.



Person specification

(E) = Essential
(D) = Desirable

Education/Qualifications

- Degree/Equivalent Qualification (E)
- Teaching qualification (E)
- Evidence of continued career development (D)
- An understanding of current best practice in education (E)

Skills/Knowledge

- Experience of teaching across age and ability range (E)
- High level of ICT literacy (D)
- Experience of pastoral care (Form Tutor) (D)

Teaching Standards

- Set high expectations which inspire, motivate and challenge pupils (E)
- Demonstrate good subject and curriculum knowledge (E)
- Plan and teach well-structured lessons (E)
- Adapt teaching to respond to the strengths and needs of all pupils (E)
- Manage behaviour effectively to ensure a good and safe environment (E)

Attitude/Personal qualities

- A positive attitude (E)
- An ability to forge good working relationships (E)
- Willingness to learn (E)
- An ability to self-evaluate (E)
- Willingness to commit to a whole school ethos (E)





Application process

Closing date for applications: 30th April 2024

Date of interviews: May 2024

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk

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

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.

