



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

**JUNIOR SCHOOL TEACHER**  
**KS2 Year 5**  
**September 2019**  
**Fixed Term Contract**

St Mary's School  
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## **St Mary's School Cambridge**

### **St Mary's Ethos**

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18. We have a school role of approximately 650 pupils. A fifth of the girls are boarders. Reflecting the cosmopolitan community of Cambridge, 12% of students are from overseas, from 34 countries.

A Christian school in the Catholic tradition and founded on the principles of our 17<sup>th</sup> century foundress, Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within. We warmly welcome girls – and staff - of all Christian denominations and other faith and secular backgrounds to join our thriving community.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education: we provide renowned pastoral care, understanding and individual support which, coupled with dedicated academic learning opportunities, encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

This academic year, the School is celebrating its 120th anniversary year. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of just under 200 Mary Ward schools worldwide, presenting the possibility of exciting and innovative opportunities for our students.

### **Cambridge Location**

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically and culturally vibrant city of Cambridge, with the Senior School and boarding house overlooking the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

### **School facilities**

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 are investing in our playing fields through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with a city rowing club and Homerton College.

## **Digital Strategy at St Mary's**

St Mary's is a digital school. Technology is a means of underpinning St Mary's core purpose and values. It supports the School in its goals 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. This is further organised into an interactive learning and working platform through a system called CloudBase. All students in the Senior School and Sixth Form have access to an individual device - either an iPad or Chromebook. This is used in lessons and at home.

## **High Performance Learning at St Mary's**

We empower all our students to aim high which is why we have chosen to become a High-Performance Learning (HPL) school. Academic year 2018-19 marks the second year of our HPL journey and 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'. Some may take longer to reach high performance, but most are capable over time. 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.

HPL significantly improves student academic outcomes, creates students who have the values, attitudes and attributes that enable them to meet the challenges of adult life and enables school to achieve these outcomes consistently. HPL provides a shared philosophy and language for teaching and learning which smooths transition and enables professional collaboration.

Based on research from across cognitive psychology, gifted education and neuro-science, and on 30 years of practical experience of educators in over 16 countries, the HPL philosophy stems from the following key principles:

- High performance is an attainable target for everyone
- We can systematically teach students how to succeed in school
- The best schools produce students that are intellectually and socially confident, work-place and life-ready with a global outlook and a concern for others
- There are 20 generic characteristics which students need to develop if they are to be high performers in cognitive domains (ACPs) and 10 values, attitudes and attributes (VAAs) that develop the wider learner dispositions needed for cognitive and lifetime success
- Schools can only become really strong by fostering a professional community of practice among their educators

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/>

### **St Mary's Community**

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.

**Job Title:** Classroom Teacher – Year 5 (Fixed term covering maternity leave)

**Reporting to:** The Classroom Teacher (KS2) is accountable to the Head of Juniors

### **Job Summary**

The Junior School is located at 6 Chaucer Road. The Prep. department is found in Acton House – where there are eight classrooms, the Library, Hall, Dining Room and kitchens. The Pre-Prep is located in the Coach House. The school is surrounded by beautiful grounds including a sensory garden, all-weather sports court, Spinney and lawn area. All girls are taught a broad and balanced curriculum by form teachers, with specialist teachers providing the Music, French and Mandarin curriculum. The girls in Prep also have specialist PE teachers from the Senior School. All teachers are actively involved in the House system and also run after-school and lunch-time clubs or activities. Entrance to Pre-prep is by interview and to Prep by examination and interview.

The teacher will be required to teach general primary subjects and to carry out such other associated duties as are reasonably assigned by the Head of Juniors. This individual must be an enthusiastic, inspiring teacher, and show commitment to working as part of a team. They must be knowledgeable of the primary curriculum and set high standards for all pupils ensuring the school's aims and objectives are met. Individuals performing the role will be able to communicate effectively with pupils, colleagues and parents alike, and contribute and commit to the wider aspects of school life, including offering an after-school club or activity.

### **Relationships:**

The post holder will be responsible to the Head of Juniors for his/her teaching duties and responsibilities and for teaching tasks. He/she will plan and work closely with the parallel group teacher(s) if applicable and liaise with other teachers and co-ordinators. The post holder is responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.

**Particular responsibilities:** The particular responsibilities attached to the post of class teacher are as follows:

- 1 Teach, according to their educational needs, pupils assigned to him/her in the allocated class.
- 2 Maintain discipline in accordance with the rules and disciplinary systems of the school.
- 3 Control and oversee the use and storage of books and other teaching materials provided for class use.
- 4 Plan and supervise support/extension work to be used by classroom assistants relevant to the allocated class/subject area.
- 5 Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- 6 Promote equal opportunities within the school - to seek to ensure the implementation of the school's equal opportunities policy.
- 7 Understand and follow exactly government and school advice on Child Protection.

**Key tasks:** The key tasks attached to the post of class teacher are:

- 1 Teach all levels of ability assigned to the class with inspiration and so that learning and progress of learning take place.
- 2 Ensure that lessons are sufficiently planned and evaluated so that learning pathways/outcomes are clear for all students.
- 3 Assess pupils' achievements and progress in line with school policy.
- 4 Monitor and report to parents on the progress of pupils in the allocated class.
- 5 Mark attendance registers according to school policy.
- 6 Share in the supervision of children during break time and lunch time
- 7 Provide a weekly after-school club.
- 8 Carry out parent consultation evenings, to support the school by attending evening events such as plays and concerts and to help market the school by being present on Open Mornings and Entrance Examinations (on the average three Saturdays per year).
- 9 Help maintain tidiness in all areas of the school and to prepare and mount displays as prescribed by the co-ordinator.
- 10 Commit to the ethos and brand of the school and in so doing to play an active role in all aspects of the classroom and the school.
- 11 Responsibility for an assigned curriculum subject and as such, coordinator for that subject.

**St Mary's School Teacher Job Description**

KEY AREAS	PROFESSIONAL DUTIES AND RESPONSIBILITIES
<b>Teaching</b>	<p><b>To educate every girl to their full potential and to encourage a sense of community in the world -</b></p> <ul style="list-style-type: none"> <li>• Planning and preparing courses and lessons</li> <li>• Teaching, according to the educational needs of each student</li> <li>• Setting and marking of work to be carried out by the student in school and elsewhere</li> <li>• Assessing, recording and reporting on the development, progress and attainment of students</li> </ul>
<b>Other Teaching Activities</b>	<ul style="list-style-type: none"> <li>• Promote the general progress and well-being of individual students and classes assigned</li> <li>• Provide guidance and advice to students on educational and social</li> </ul>

	<p>matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports</p> <ul style="list-style-type: none"> <li>• Make records of and reports on the personal and social needs of students</li> <li>• Communicate and consult with parents</li> <li>• Communicate and co-operate with persons or bodies outside the school</li> <li>• Participate in meetings arranged for any of the purposes described above</li> </ul>
<b>Assessment and Reporting</b>	<ul style="list-style-type: none"> <li>• Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students</li> </ul>
<b>Performance Management Appraisal</b>	<ul style="list-style-type: none"> <li>• Participate in reviews and appraisal of your performance and that of other teachers</li> </ul>
<b>Review, induction, further training and development</b>	<ul style="list-style-type: none"> <li>• Participate in an induction programme</li> <li>• Periodically review your methods of teaching and programmes of work</li> <li>• Participate in arrangements for further training and professional development including those aimed at meeting the needs identified in performance objectives or in appraisal / review statements</li> </ul>
<b>Educational Method</b>	<ul style="list-style-type: none"> <li>• Advise and co-operate with the Headmistress and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements</li> </ul>
<b>Discipline, health and safety</b>	<ul style="list-style-type: none"> <li>• Maintain good order and discipline among the students and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere</li> </ul>

<b>Staff Meetings</b>	<ul style="list-style-type: none"> <li>• Participate 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> </ul>
<b>Cover</b>	<ul style="list-style-type: none"> <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> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school</li> <li>• Attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions</li> <li>• Teachers will be required to carry out lunch supervision according to the rota</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other related duties as directed by the Head of Juniors</li> </ul>

## Person Specification – Classroom Teacher KS2

<b>Specification</b>	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Honours Degree</li><li>• PGCE or other recognised Teaching Qualification</li></ul>
<b>Personal qualities and abilities</b>	<ul style="list-style-type: none"><li>• Commitment to academic excellence with the ability to teach and motivate pupils</li><li>• Ability to work effectively in a team</li><li>• Excellent organisational skills</li><li>• High levels of personal and professional integrity</li><li>• Enthusiasm and approachability</li><li>• Good rapport with students, colleagues and parents</li><li>• Confident use of ICT</li><li>• Appropriate levels of personal presentation</li></ul>
<b>Teaching and learning</b>	<ul style="list-style-type: none"><li>• Evidence of excellent classroom practice which leads to learning for every student</li><li>• Evidence of effective planning, teaching and class management</li><li>• Ability to prepare and share teaching resources</li><li>• Ability to motivate and inspire students</li><li>• Commitment to creative and innovative approaches to teaching and learning</li><li>• Commitment to development of appropriate schemes of work and resources</li><li>• Commitment to improving, monitoring and evaluating teaching and learning</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• Commitment to the ethos of the school</li><li>• High expectations for student attainment, personal development and conduct</li><li>• Commitment to helping with extra-curricular activities and curriculum enrichment including accompanying school trips.</li><li>• Commitment to best practice in pastoral support and student welfare</li></ul>

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes and professional behaviours.

### **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.