St Mary's School, Calne

Headmistress: Dr Felicia Kirk, BA (University of Maryland), MA and PhD (Brown University)



Director of Teaching and Learning

Full-time

September 2018

St Mary's is a leader in the field of girls' independent boarding education for girls aged 11-18, including 100+ girls in the Sixth Form. Almost all of the girls go on to university, several each year to Oxbridge, to read a wide variety of subjects, and results in public examinations are consistently excellent. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

St Mary's seeks a **Director of Teaching and Learning** who will have particular responsibility for leading, inspiring and implementing the academic life of the School including academic administration and the analysis of pupil progress and achievement. The Director of Teaching and Learning will be expected to play a key role within a professional, collegiate senior leadership team, dedicated to the continuing overall development of this high-performing independent school.

The successful candidate will be an excellent teacher with an enthusiasm for innovation in teaching and learning as well as for academic administration, and for numerical and statistical analysis. It is essential that they also have outstanding communication skills. A strong pastoral and extra-curricular profile would also be an advantage. For individuals aspiring to headship, this post offers an excellent opportunity to develop as a leader in a highly successful, ambitious organisation.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

The School: its Ethos and Aims

St Mary's believes in excellence in all respects. As a school community, we thrive amidst a culture of high expectation and the education which we seek to provide nurtures and develops the concept of high performance.

The Independent Schools Inspectorate (ISI) has just published its reports (Educational Quality Inspection and Focused Compliance Inspection) on St Mary's Calne. Under the new ISI framework, two judgements are made on the quality of Pupil Achievement and Pupil Development. In both of these categories St Mary's was awarded the highest possible grade – Excellent

The principal aim of the school is to develop well-rounded pupils who are equipped to excel as adults. Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone to strive for excellence in a wide range of spheres.

We aim to inculcate habits for life, enabling the girls: to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular activities and opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

Job Description - Director of Teaching and Learning

As a member of the Senior Leadership Team, the Director of Teaching and Learning will be largely focused on implementing the academic aspects of the School's strategic plan, as set and monitored by the Senior Leadership Team as a whole, with the advice of the Academic Committee. He or she will influence academic aspects of the School strategic plan by bringing experience of practical implementation to the Senior Leadership Team and will report to the Governors via the Academic Committee. He or she will also be responsible for the School calendar, ensuring that teaching and learning are at the centre of the life of the School.

Fostering innovative and effective teaching and learning across the School

- Supporting excellence in each department
- Encouraging departments to share best practice
- Identifying and implementing whole school CPD
- Keeping abreast of current educational research and thinking

Management of academic Heads of Department

- Oversight of departmental structure and resources
- Course setting (consistent with strategic plan)
- Oversight of departmental policies and procedures (including inspection readiness)

- Oversight of assessment and exam plans
- Monitoring of departmental performance, including
  - Lesson observation and work scrutiny
  - Record-keeping on monitoring activities
  - Establishment and tracking of remedial action where appropriate
  - External reviews of departments

Tracking and monitoring of academic progress of students

- Oversight of departmental tracking & monitoring
- Establishment and tracking of remedial action where appropriate
- Coordination of grade sheet programme
- Analysis of internal and external exam results (including mocks)

Secretary of Academic Committee

- Coordination of agenda and papers
- Minutes
- Implementation of actions and monitoring of progress

Communications – internal

- Timely feedback to SLT and Head on progress and matters arising
- Liaison as appropriate with the Senior Tutor, Director of Sixth Form and Housemistresses

Communications – external

- Oversight/review of reports
- Input into reference and UCAS application process
- Management of parents' meetings
- Preparation of letters and other ad hoc communications as appropriate

School calendar

- Overall responsibility for design/collation/completion
- Staff briefings and similar communications
- Staff cover arrangements
- Coordination of major events, working with individuals responsible in each case

Person Specification

Essential

- Experience of leading and managing an academic department
- Proven track record of implementing continuous improvement within the department
- Commitment to a full boarding school ethos and its 7 day a week nature
- Excellent written and oral communication skills
- Good level of IT literacy
- Strong interpersonal skills (ability to relate well to staff, parents, pupils and governors alike)

Desirable

- A strong pastoral and extra-curricular profile
- Experience in a boarding school

This is a senior post and the salary will reflect the level of responsibility and commitment required as well as the experience and qualifications of the successful candidate. The role benefits from secretarial support. The successful candidate will be required to live within 30 minutes of the school and family accommodation may be provided if required.

Located near the market town of Calne and amidst the Wiltshire Downs, an area of stunning natural beauty and historical significance, we are also within easy reach of the university towns of Bath, Bristol and Oxford and just over an hour by train from London. Our ideal location means that our girls benefit from a huge range of curriculum-enhancing opportunities as well as extra-curricular ones.

St Mary's has its own generous salary scale with benefits, including for a nominal fee, membership of the St Mary's Sports Centre, a staff discount on fees of daughters educated at the school and meals during term time. Free parking is available on site.

Further details and how to apply

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact the following:

Mrs Karen Turner
St Mary's School
Calne
Wiltshire
SN11 0DF

Email: teacher.recruitment@stmaryscalne.org

Tel: 01249 857 200

A fully completed application form, together with a covering letter and a CV, accompanied by the names and addresses of three referees, should be sent by email to:
teacher.recruiment@stmaryscalne.org

Email is very much our preferred method of receiving applications. If this is problematic, please contact us by telephone on the above number.

Receipt of an application will be acknowledged as soon as possible.

Closing date: **Midday on Wednesday 1st November 2017**
Interview dates: **Friday 10th and Monday 13th November 2017**

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

Extract from ST MARY'S CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or class. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2016*. Our policy takes full regard to *Working Together to Safeguard Children 2015 (WT), What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015).*

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?
Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?
Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.