



ST MARY'S CALNE

Teacher of English

Temporary, Part-time, 0.4 FTE, Immediate Start
Working Wednesday and Friday

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

Due to unforeseen circumstances, we are looking for an experienced, enthusiastic and inspirational graduate, to teach in our outstanding English Department. We would expect the successful candidate to be able to teach across the school from Year 10 through to A Level.

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.



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

THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim 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 (girls and colleagues) 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 opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. 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.



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent and tailored continuing professional development within the department and across the school.

Competitive salaries and a contributory pension scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



THE ENGLISH DEPARTMENT

English Language and English Literature are currently taught by two full-time teachers and four part-time teachers; they form a friendly and harmonious team. The Department values creativity and originality alongside a rigorous analytical and critical approach to the study of both English Language and Literature. We strive to enthuse and challenge our students and hope to engender a life-long love of the written word.

There are 3 lessons a week in Years 7, 8 and 9 and pupils are taught in mixed ability groups. The KS3 syllabus is in a constant state of development, in order to appeal to all types of learner as well as to support, enthuse and challenge all of our girls, whatever their ability. In English Language lessons, we introduce the reading and writing skills required for effective study. Creative writing is valued and we run an annual competition. Each year the most innovative entries are included in the school's Creative Writing magazine 'Literally'. In English Literature lessons, we aim to provide pupils with an overview of their literary heritage from Chaucer, Shakespeare and Austen to Wilde and Dickens. More modern classics and poetry through time are also explored. Pupils complete a range of activities enabling them to enjoy the texts and learn how to analyse the craft of the writer. In addition, pupils are encouraged to read widely outside of lessons and regular book club discussions are held during class. Discussion and debate are highly valued in English lessons at St Mary's.

Four lesson per week are allocated in Years 10 and 11 and all pupils study the two GCSE courses. We currently follow the Edexcel GCSE specifications for both English Language and Literature.

Those studying A Level have 6 lessons per week. We offer the OCR English Literature qualification and the subject is thriving with, on average, about 20% of the year group opting to study this course.

The Department is well resourced with a very wide range of novels, plays and poetry anthologies as well as a selection of text books for both KS3 and KS4. We also have a broad bank of stimulus materials from which to draw. ICT skills are incorporated into teaching whenever appropriate. We have very well-resourced fiction libraries, to enrich girls at all levels of the school, and a well-used non-fiction library which houses a wide range of critical texts for our more senior students. In addition, we have a staff library which is continually updated, dependent on what is being taught. All members of the Department keep abreast of change and development in teaching through a variety of CPD opportunities.



During the course of any academic year we take groups of girls to theatres, lectures and student conferences. We run a number of enrichment activities which, in the past, have included attending Poetry Live! shows, inviting performance poets and Shakespeare specialists into school and attending student days in Stratford-upon-Avon. We have also hosted a number of children's authors. Much of this forms part of the Donaldson Week programme.

EXPECTATIONS OF ACADEMIC TEACHING STAFF



Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.

St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:

- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To teach maximum of 20 teaching periods per week (from a 33 period week with staff available in school for 28 periods allowing for an afternoon and Saturday morning off). This is a normal teaching load; individual variation in this is taken into account when allocating Cover lessons and other duties, for example to allow relief for those staff who have a greater number of tutees. Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time. This is worked out on the basis of $(\text{number of teaching periods} / 20) \times 8$.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Deputy Head Academic.
- To be a Tutor to a number of girls up to a maximum of 8.
- To take a share in Cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week.
- Evening, weekend and other duties allocated by the Senior Deputy Head or Deputy Head Pastoral.
- To be in school prior to the start and end of terms as required. When arranging holidays and other commitments outside school, staff should avoid the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time. Any request for absence during this time needs to be submitted directly to the Headmistress.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training. The above applies to part-time teaching staff on a pro-rata basis.



PERSON SPECIFICATION

Essential

- University Graduate with a degree in a related subject
- Qualified teacher with an ability to teach English from Key Stage 3 to A Level
- Excellent communication skills
- Motivation to work with young people
- Good IT skills
- Willingness to participate in the wider life of a boarding school
- The ability to use initiative
- The ability to relate effectively with pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professional skills further
- The ability to tutor girls and be pastorally aware

Desirable

- Previous experience of teaching English across KS3 and 4
- Knowledge of the reformed GCSEs

WORKING HOURS

- Hours will be worked on Wednesdays and Fridays.



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:

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

Email: teacher.recruitment@stmaryscalne.org

Tel: 01249 857 338

A fully completed application form, together with a covering letter, should be sent by email to:
teacher.recruitment@stmaryscalne.org

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Midday, Monday 7th October 2019

Applications will be reviewed upon receipt and an appointment may be made before the closing date.

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 on the following page.

EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2019*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (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 Calne 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.



St Mary's School, Calne, Wiltshire SN11 0DF

Telephone: 01249 857200 Fax: 01249 857207 Email: office@stmaryscalne.org www.stmaryscalne.org

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

St Mary's School (Calne). A Company Limited by Guarantee. Registered in England No.235572. Charity No.A309482. Registered Office: Curzon Street, Calne.