



ST MARY'S SCHOOL HAMPSTEAD

The School

St Mary's School, Hampstead is a Roman Catholic Preparatory and Pre-Prep School. Founded in 1926 by the Congregation of Jesus in the heart of Hampstead, the School provides an outstanding and inspirational Catholic education to girls from 3-11 years and boys from 3-7 years. It belongs to the St Mary's group of schools established by Mary Ward, which includes other high-achieving schools such as St Mary's Ascot.

The School has grown over the years, with 300 pupils on roll, and is currently over-subscribed in every year group.

The Trustees, Governors, Headmistress and Staff share a clear vision to enable the girls and boys to become their best selves. They are united in their commitment to delivering an excellent all-round education and ensuring the highest possible attainment for each child. St Mary's School maintains a rigorous, challenging curriculum and places a strong emphasis on high academic achievement within a culture of care and support.

The School has recently introduced the '4Rs' as key habits of learning for all pupils. They actively encourage the children to be confident risk takers, not only in their play but also in their learning. The Headmistress and Staff ask the children to make mistakes because they believe that in the process of challenging themselves they make more academic progress and thus excel not only in the classroom, but in their own self confidence.

To support the children taking risks, they are also taught to be resilient and not to fall at the first hurdle. For the children to continue to feel happy to make mistakes, they are rewarded to keep on trying.

The children at St Mary's School are reflective, on their faith, their behaviour and their academic work. They have time at the beginning of lessons and at the end to check their work and now also attend a weekly service. Finally, the pupils are respectful, not just of each other, but of themselves and the world around them, irrespective of faith, race, gender or nationality.

The Appointment

To support her ambitions for the School, the Headmistress is seeking a talented Deputy Head who shares her vision, drive and infectious enthusiasm for the School. The successful candidate will embrace the unique philosophy of the School and work closely with the Headmistress. Innovative ideas, a determination to make things happen and a collaborative approach are all required to implement the School development plans and directly contribute to the next stage of success.

The School is flourishing under her leadership and buzzing with the pupils' energy for life and learning. Improved awareness of the School and a regular programme of Open Mornings and personal tours with the Headmistress has proved decisive in rapidly advancing the School's target of being the first choice Hampstead prep school at 3+ years entry. In turn, this has translated into a significant increase in the number of enquiries and conversions to registrations from prospective families.

In the past few years, every learning space has been redeveloped to enhance the provision of effective teaching methods and to provide the children with modern environments in which they can flourish. The School has also invested in a new, cutting-edge STEAM centre.

Location

The School benefits from extensive, leafy outdoor space located on one safe and convenient site. It has been described as an "unexpected oasis" by visitors. The children in Nursery have their own dedicated garden, aptly named 'The Secret Garden', where they can dig in the mud, play at the water tables and spend time in the sensory room.

The transport connections are excellent. The closest Underground stations are Swiss Cottage station (Jubilee Line) or Hampstead station (Northern Line). Alternatively, the Overground at Finchley Road & Frognal Station is a ten minute walk away and allows for easy travel across London.

The School is privileged to have its own Chapel which provides space for prayer and stillness in the heart of the School. Classrooms are light and large in comparison to many London schools. Two halls provide large community spaces for the children. The clever design of the Mary Ward Hall, completed in 2010, is used as a performance and assembly hall.

Structure of the School

The School remains full at 300 pupils and prospective parents are encouraged to register as early as possible. This pupil number is the cap placed on the School as a condition of development permission.

St Mary's School is an inclusive school and gives priority to Catholics families and siblings. The family-oriented ethos means that other faiths and cultures are warmly welcomed into the Catholic Christian community.

From Pre Nursery onwards there are two parallel forms, which continue through to Year 6. Class sizes are limited to twenty pupils, with flexible setting in Maths and English from Year 4, enabling the curriculum to be closely tailored to individual needs. The School follows National Curriculum with EYFS, Key Stage 1 and Key Stage 2.

The formal School day starts at 8.40am, with children able to enter Nursery and Reception from 8.00am for 'flexi-time' with their teacher. Older pupils can play in the playground from 8.00am.

The School has an After School Club which offers wrap around care until 6pm every day to support working STMH families. The After School Club provides children with a delicious light supper, time to play and the opportunity to complete their homework or reading with a teacher. Children can be booked to attend as many or as few sessions per week as parents wish and there is also the possibility of booking emergency places on the same day.

Spiritual Life

St Mary's School follows a programme for Religious Education provided by Westminster Diocese which allows the School as a whole to work on common themes so that the children's faith development is enabled and supported.

All children take part fully in acts of worship through Assemblies, class masses, whole school masses and Praying Together activities. The School celebrates the Holy Days of Obligation and on such occasions the liturgy is prepared by the School, actively involving the children.

Academic Matters

The School is non-selective. Approximately 50% of the School are Roman Catholic and there is a wonderful cultural mix with many children.

Specialist teachers take classes in French, Music and PE from Nursery upwards, with children from Year 1 onwards also receiving specialist teaching in Science and Art and Design to help pupils build valuable and social skills that last a lifetime. Cross-curricular links are facilitated by organising subjects into clusters. As children develop and flourish across all the year groups, the School continues to teach all the subjects until they leave in Year 6.

The provision of teaching and learning for children with differing education needs and who require support is exceptional. Whether they have specific learning difficulties, EAL or are deemed to be gifted, all are treated with care and respect by the highly trained staff. This was recognised by the ISI Inspectors in 2013 as a real strength:

"Pupils identified with SEND or EAL are supported extremely well across the curriculum by the excellent learning support team. The support teams in all sections of the school work well together to ensure early intervention, which helps pupils to progress."

In the ISI inspection report of 2013, all areas were deemed excellent. The Inspectors appreciated how well the pupils responded to their teachers and commented in their report:

“Throughout the school, pupils work particularly well as individuals, in pairs, in small groups or whole classes. They listen carefully and respond appropriately to the teachers’ high expectations. Pupils are well motivated, show perseverance with challenging tasks and are eager to contribute to lessons.”

Year 6 Destination Schools

The complex system of transfer to destination schools is legendary in North London and, with extreme pressure on places, the role of the senior staff is vitally important. The Headmistress is tireless in championing St Mary’s girls in the light of this competition and the relationships that she has made with destination schools are seen as extremely valuable by the parent body and the Year 6 pupils themselves. The Deputy Head is expected to be fully supportive and him/herself to become well-versed in the selection system.

The School is justifiably proud of their impressive Senior School results. Every year, the girls gain offers and Academic Scholarships from the best schools in the country, including Channing School, City of London School for Girls, Francis Holland School, Highgate School, North London Collegiate, South Hampstead High School and St Paul’s Girls’ School. Parents are encouraged to send their child to the school where they will thrive.

The School is a member of IAPS, ISA and registered with CISC.

Extra-curricular pursuits

In keeping with the commitment to enrich and extend children, interests and talents are nurtured and there are a wonderful variety of activities in which children can fully immerse themselves.

Whole school participation in sport is a key part of the curriculum and extra-curricular club activities. Pupils have the opportunity to take part in tennis, football, rugby, hockey, netball, athletics, swimming and diving, dance and rounders. Girls from Year 3 to Year 6 swim at Swiss Cottage Leisure Centre on a weekly basis.

Drama and Music are valued parts of the School curriculum and club offering, with a host of performances in plays, concerts, and local venues throughout the year. Children are encouraged to enjoy performing and develop their talents to a high standard.

Regular educational day trips are made throughout London and further afield. These trips are usually linked to a certain subject and the pupils learn essential skills whilst gaining confidence in socialising with teachers and friends outside the normal classroom environment.

School retreats and trips abroad are annual events. The Year 5 adventure holiday to Surrey gives girls the opportunity to take part in rewarding team building experiences. Year 6 love their annual ski holiday as well as their trip to France.

Community Spirit

St Mary's School aims to encourage an active partnership between home, school, parish and the wider community. The pupils partake in a wide range of fundraising charity days and events.

In the 2018-19 academic year, the School raised £19,000 for a variety of charities. These activities have also been supplemented by non-monetary fundraising such as food and clothing drive in support of Doorstep and The Contact Club.

The PTA concentrates on developing the community spirit and charitable giving. There is a very strong local, communal spirit with parents keen and willing to become involved.

Around 80% of pupils live in the local area. Parents speak of being able to make genuine friends at the school gates with a good 'social mix'.

Governance and Leadership

St Mary's School has a two-tier structure of Governance. The Trustees are the decision-making body, responsible for the legal, financial, strategy, employment, reputation and regulatory compliance. Some Trustees are also Governors.

The Governors are responsible for the general direction, policies and priorities of the School within the budgets and objectives established by the Trustees.

The Senior Leadership Team has four members - the Headmistress, the Deputy Head, the Director of Studies and the Bursar. There is a Head of EYFS who oversees the provision of education in this important area of School. She is part of the Senior Management Team that also includes the Director of Pupil Progression.

JOB DESCRIPTION

Purpose of the Job

- To deputise for the Headmistress whenever necessary.
- To assist the Headmistress in implementing the aims and objectives as described in the school Mission Statement.
- To assist in the efficient administration and smooth running of the school, in the provision of an excellent education for the children and in maintaining a happy, effective working environment for the pupils and staff.
- To manage specified areas of responsibility.

General responsibilities and Duties

- To take a leading role in implementing the school's strategic planning.
- To share the responsibility of the Senior Management Team in providing guidance and support for staff in appropriate ways which reflect the Catholic purpose of the school, particularly with new appointments and supply teachers.

- To be part of the Senior Management Team (SMT) and Senior Leadership Team (SLT).
- To provide a model for the other staff in the implementation of school policy.
- To liaise effectively and closely with the Headmistress and staff colleagues, channelling information between the Head and staff.

Responsibilities to the Headmistress

- To act in such a way as to complement the skills and abilities of the Headmistress.
- To act on occasion as a sounding board for the Headmistress.
- To act, where appropriate, as an interface between the Headmistress and staff, keeping the Headmistress informed at all times.
- To represent the agreed views of the Headmistress and SMT to the School community and to be seen to be translating the vision into practice.
- To assist the Headmistress in the provision of pastoral care and promotion of the Catholic ethos of the school.
- To take on a managerial role and assist the Headmistress in disciplinary/competency matters regarding staff.
- To work collegiately with Headmistress and SLT/SMT.

Staff Support

- Practical day to day management e.g.:
 - Preparing daily rotas
 - Organising rotas to cover for absent staff
- Together with the Headmistress and SMT sharing responsibility for amending and updating the Staff Handbook.
- With the Headmistress, assisting with the staff appraisal system.
- Supporting the pastoral care and welfare of staff.

Events

- With the administrative staff and other relevant staff overseeing and liaising the co-ordination of the necessary administration for school events e.g.:
 - Parents' meetings, Open Days, Fund Raising Events, School Productions, Welcome Visits, Assessment for Entry, Ballet/Speech and Drama Exams, Medicals, Sports Days and any other events which occur during the course of school life.

Liaising with Parents

- Channelling information re: parents to the Headmistress and making the Headmistress aware of on-going issues.
- Dealing with matters relating to pupil welfare, pastoral care and discipline as they arise.
- Liaison with staff and parents on pupil matters where necessary.
- Monitoring pupils' behavioural problems and taking appropriate action.
- Incorporating managerial oversight of the curriculum.

PERSON SPECIFICATION

Professional skills and personal attributes:

- Graduate from a recognised University with a teaching qualification.
- Energy, willing to listen and learn.

Religious and moral commitment:

- Roman Catholic with a clear commitment to, and understanding of, the aims and ethos of a Roman Catholic school and as enshrined in the Mission Statement.

Leading and Managing Staff:

- Be able to inspire and motivate staff.
- Be keen to work in partnership with the Head to build strong management team.
- Have ability to work in a team.
- Have excellent interpersonal skills.
- Evidence of continued professional development and understanding of its value.

Teaching and Learning:

- Proven varied teaching experience.
- Excellent classroom practitioner with extensive teaching skills.
- Informed of educational philosophy and the requirements for the destination schools.
- Experience of working with all ability children and recognition of their needs.

Skills and attributes:

- Able to support the 4Rs:
 - Risk-taking
 - Resilience
 - Reflectiveness
 - Respect
- Have potential for leadership and sustain his/her own motivation and that of other staff.
- Able to demonstrate that he/she can accept responsibility and show initiative in meeting the school's needs.
- Have a sense of humour and ability, energy and perseverance to cope with the demands of the role.
- Be committed to high standards with high expectations and positive attitudes to both.
- Have knowledge of best practice in safeguarding.
- Be able to investigate, resolve problems and make decisions.
- Be able to communicate confidently, orally and in writing, with the different groups and individuals in the school community.

TERMS AND CONDITIONS

The Governors and Trustees are prepared to offer an attractive and competitive salary to secure the best candidate.

A formal contract, detailing terms and conditions, will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

General notes:

- A highly competitive remuneration package is available, with a salary commensurate with the seniority of the post and the experience of the successful candidate. The Governors and Trustees review the salary annually, effective from 1st September.
- The School is part of the Government's Teachers' Pension Scheme.
- The appointment is subject to two terms' notice.
- The Deputy Head's performance will be subject to a regular review.
- The School will be supportive, whenever possible, of external professional activities such as examining, committee membership and professional body activities, as agreed with the Headmistress.
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form.
- Longlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The successful applicant will be required to complete a self-disclosure Medical Questionnaire.
- The appointment is subject to satisfactory references, clearance from the DBS, proof of identity and qualifications and a medical report.

Application Process

Candidates should complete their application form electronically and email it to the headmistress' PA, together with a short covering letter explaining their reasons for applying. The covering letter with the application form should be addressed to the Headmistress, Mrs Connor-Earl. There is no need to submit a CV.

Please email your completed application form and covering letter (both as PDF files please) to Erin Tuhoy, erin.tuhoy@stmh.co.uk