

*Candidate Information Pack*  
*Chair & Teacher of Religious Studies*



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

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*Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount*

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[www.marymountlondon.com](http://www.marymountlondon.com)

Registered Charity No: 1117786 Registered Company No: 5325717



## SUBJECT RELATED RESPONSIBILITIES

We are seeking to recruit a dynamic and innovative teacher to lead and teach in the Religious Studies department of our IB Middle Years and Diploma programmes.

A Department Chair provides pedagogical and academic leadership within and across departments and promotes the mission of the School and the aims and objectives of the department. They are accountable to the Senior Deputy Head and Headmistress for the ongoing development of the department.

The successful candidate will be joining a well-established department within the School's academic programme and be responsible for leading the development and implementation of the Religious Studies programme across the school, so we to ensure students deepen their knowledge and understanding of Christianity and other world religions, develop their skills of analysis and evaluation, and the ability to discuss ideas critically and meaningfully with peers.

The Religious Studies programme at Marymount is based on the Religious Education Curriculum Directory from the Catholic Bishops' Conference of England and Wales and incorporates approaches to teaching, learning and assessment from the IB Middle Years and Diploma programmes. *As such, the role requires applicants to be Roman Catholic.*

Experience of teaching in an IB school is preferable but not essential. Applicants looking to lead a department for the first time are welcome to apply.



## Main Duties and Responsibilities

1. To lead the development and delivery of the Religious Studies curricula to students in Grades 6 to 12 (Years 7 to 13).
2. To work collaboratively with other Chairs of Department and other members of faculty to identify and support meaningful interdisciplinary links with other subjects, particularly MYP Individuals & Societies.
3. To model and promote the centrality of faith, spirituality, service to others and Gospel values.
4. To work collaboratively with the School's Spiritual Life Coordinator and Senior Leadership Team to support and contribute to the spiritual life of the School, through daily prayer, weekly Masses and liturgies, feast-day celebrations and retreats.
5. To attend and contribute meaningfully to regular Chairs Meetings, identify departmental needs (including planning and managing capital and operating departmental budgets), and to develop and implement a departmental development plan in conjunction with the School's overall Strategic Plan.
6. To prepare agendas for and lead fortnightly RS Department Meetings.
7. To set and maintain high standards of learning, teaching, assessment and curriculum development and implementation through classroom observation and appraisal protocols.
8. To understand and embed IB 'Approaches to Learning' in all aspects of the Religious Studies curricula.
9. To differentiate learning materials and activities to meet students' diverse learning needs and styles.
10. To participate in ongoing subject-specific professional development so as to keep abreast of developments within Religious Studies teaching, to explore and develop further personal interests and specialisms, and to deepen knowledge and understanding of appropriate pedagogical approaches.
11. To create a stimulating learning environment based on understanding and respect that engages students in reflecting on how, what and why they are learning.
12. To integrate technology effectively into all aspects of teaching and learning.
13. To be open to learning new skills and techniques that will complement and enhance the Religious Studies curricula.
14. To promote, model and teach the attributes of the IB Learner Profile.
15. To support and contribute to the School's preparation for relevant accreditation and inspection visits, such as Section 48 Inspections, IB/CIS and/or ISI.

## GENERIC TEACHER JOB DESCRIPTION

Marymount International School London is an independent Catholic day and boarding school for girls ages 11-18. An International Baccalaureate (IB) World School, Marymount offers the IB Middle Years and Diploma Programmes.

**Reports to:** Senior Deputy Head, Academic

**Purpose:** This post is required to fulfil all the requirements of this Generic Teacher Role Description and the specific features of the individual Person Specification for each post.



## GENERAL FACULTY RESPONSIBILITIES

A Marymount faculty member is dedicated to educating the “whole child”. She/he is aware of the individual needs of each student and strives to help each student develop her full potential. She/he works with students both inside and outside the classroom and is committed to active involvement in the total school programme. She/he co-operates with colleagues to ensure a fully integrated curriculum and regularly participates in activities directed toward her/his own professional development.

A Marymount faculty member is available to students, colleagues and administration during the entire school day.

## PROFESSIONAL DUTIES

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

### TEACHING

- planning and preparing courses and lessons;
- teaching and tutoring, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in the School and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of students.

### OTHER ACTIVITIES

- promoting the general progress and well-being of individual students and any class or group of students assigned to him/her;
- providing guidance and advice to students on educational and social matters; making relevant records and reports;
- making records of and reports on the personal and social needs of students;
- communicating and consulting with the parents/guardians of students;
- communicating and co-operating with persons or bodies outside the School;
- participating in meetings arranged for any of the purposes described above (except where absence from such meetings is expressly agreed with the Headmistress);
- supervising and organising extra-curricular activities such as: a club, homeroom, activity, school trips (day and overnight), school dance etc.;
- supervising, organising and chaperoning trips and other educational excursions (may involve weekend working);
- contributing in any other means appropriate to the life of the School as a boarding school

### ASSESSMENTS AND REPORTS

- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students in line with the school’s assessment and reporting calendar and at other times as required



### APPRAISAL

- participating in any arrangements for the appraisal of his/her performance and that of other teachers.

### REVIEW: FURTHER TRAINING AND DEVELOPMENT

- participating in arrangements for his/her further training and professional development as a teacher.

### EDUCATIONAL METHODS

- Participating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements in line with the School's definition of high quality learning and teaching.

### DISCIPLINE, HEALTH AND SAFETY

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.

### STAFF MEETINGS

- participating in all appropriate staff meetings (except where absence from such meetings is expressly agreed with the Headmistress).

### COVER

- guiding and assisting students with the completion of the cover work provided.



## *The Person*

### **CRITERIA**

#### **Education and Qualifications**

- Degree or equivalent qualification
- Teaching qualification (QTS or equivalent)
- International Baccalaureate curriculum experience
- Demonstrate a commitment and enthusiasm for teaching
- A commitment to continuing professional development

#### **Knowledge and skills**

- A full knowledge of the subject matter and the latest developments in the area
- Ability to deliver outstanding lessons using a range of teaching strategies and resources
- Convey enthusiasm, energy and passion for the subject to inspire students to develop a love of learning
- Able to use initiative and judgement to identify and adapt content of the lesson, level of depth and teaching method according to the needs of any particular group
- Be able to adapt to the continually changing landscape of learning
- Excellent practitioner and advocate of innovative teaching strategies that develop learning and interest in the subject and instill a passion for the subject

#### **Personal competencies and qualities**

- Ability to lead and inspire pupils from all backgrounds
- Strong communication and interpersonal skills, able to build good relationships with parents, pupils and colleagues
- Strong organisational skills
- Excellent ICT skills in Microsoft Office packages
- Excellent standard of written English
- Pro-active, able to make suggestions for improvement and change

#### **Safeguarding and Pastoral**

- Committed to safeguarding and promoting the welfare of children and young people
- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values
- An understanding and affinity with the School's Catholic ethos
- A genuine commitment to the wellbeing of the students in their care
- Committed to operating as part of the School community
- Satisfactory completion of all Safer Recruitment checks including an Enhanced Disclosure from the DBS



## *How to apply*

To apply, candidates should complete the School Application Form (on our website) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at [hr@marymountlondon.com](mailto:hr@marymountlondon.com). Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

**Closing date for applications: TUESDAY 30 April 2024**

**Interviews at school:** Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

**Salary: Dependent on skills and experience** (please email [hr@marymountlondon.com](mailto:hr@marymountlondon.com) to discuss)

**Start date:** Academic year 2024-2025 (with compulsory inset days at the end of August).

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to full safer recruitment checks, including social media checks.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.