Mayfield is an independent Catholic boarding and day school for approximately 400 girls aged 11 to 18. Founded in 1872, the School is set within 75 acres of beautiful Sussex countryside, conveniently located just outside Royal Tunbridge Wells, within an hour of central London by train and with easy access to Gatwick and Heathrow airports.

Mayfield is successful in unlocking and developing the unique potential and talent of each girl in an inspiring learning environment. Described by the Independent Schools Inspectorate as "outstanding" and by Country Life as "one of the finest schools in the land", a Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care.

The School enjoys excellent facilities, including an award-winning Sixth Form Centre; a specialist Science Centre; internationally renowned creative arts teaching and learning facilities; an indoor swimming pool; a Technology Suite and a first-class Equestrian Centre on campus. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

School Ethos
The vision of Mayfield’s founder, Cornelia Connelly, to educate young women to respond to the needs of the age remains central to the School’s education philosophy today. We are committed to helping each girl discover and develop her unique talents, to be herself and to make that self the best it can be. Our Catholic heritage, which remains fundamental to the life of the School and provides a moral and spiritual framework for daily life, encourages integrity, generosity, compassion and courage within an inclusive community, which welcomes all. The School’s motto ‘Actions Not Words’ is embodied in our voluntary service programme, which promotes a spirit of personal and social responsibility.
Mayfield’s Aims and Objectives
The School aims to achieve its vision by:

- Offering a wide range of opportunities to encourage equally the spiritual, intellectual, creative, physical and emotional development of each pupil
- Creating a distinctive environment in which the experience of living together enhances the lives of all pupils and staff
- Fostering a vibrant community for those of the Catholic and other faith traditions where worship is integral to the life of the School and each is encouraged to serve God and other people
- Providing a stimulating and creative curriculum that fosters academic excellence
- Enabling each member of the School community, resident or non-resident, actively to support and contribute to the shared values of the School
- Encouraging in each pupil a sense of achievement and the confidence to make a difference in a demanding and constantly changing world

Mayfield encourages equally the intellectual, creative, physical, emotional and spiritual development of each pupil. Every girl is accepted for who she is and we instil in her the confidence to find her strengths and build on them. Whilst Maths and Science are amongst our most popular and successful subjects at A Level, we have a first class reputation for creativity and excel in the creative and performing arts.

Academic study is complemented with a rich and diverse variety of activities beyond the classroom. With everything from dance to debating, drama to music and a full programme of sporting opportunities including cricket, fencing and top class equestrian facilities on campus, girls are challenged and supported to realise their full potential, thereby endowing them with a lifelong love of learning and the opportunity to grow as individuals.

Mayfield girls progress to prestigious universities including Oxford and Cambridge, and increasingly to the US and Europe, to study a wide range of subjects. Just as important as academic success, girls leave Mayfield with enduring friendships, open minds, strength of character and the lifelong support of a global community. The values, skills, aspiration and resilience we nurture in the girls prepares them to respond to the opportunities and challenges of the 21st century and to make a positive difference in the world.
Benefits of working at Mayfield.

Mayfield is a warm and welcoming school community. Small class sizes with girls who are keen to learn enables a level of trust and partnership between students and staff to emerge. The school has a generous budget for professional development enabling all teachers to enhance their teaching skills and academic areas of interest. The Coffee Staff room provides an area for relaxation away from the girls, where tea and coffee making facilities are available, along with a supply of morning break cakes and biscuits. The School’s own catering team provides a complimentary lunch with a variety of healthy and nutritious options available, although an on site cafe is also available for staff to purchase additional snacks or barista coffee if required. Staff also benefit from on-site parking, free use of the School indoor swimming pool and fitness suite as well as opportunities to join in staff sessions in things like Yoga or Modern Greek lessons!

Whilst many staff commute to work from the surrounding areas, around thirty members of staff live in School accommodation within Mayfield. Mayfield is a small vibrant village, with a regular bus service and excellent train links to central London from the nearby villages of Wadhurst and Crowborough, or Tunbridge Wells. There is also easy access to the picturesque South Downs and Sussex coastline. Mayfield has a strong active local community with a wide range of events ranging from a slow film festival to an annual carnival. Along the high street are a comprehensive range of independent shops, pubs and cafes. Services in the village also include a doctor’s surgery, dentist, pharmacy and a primary and pre-school.

Support for NQTs and Initial Teacher Training (ITT): Teaching Apprenticeship Programme

NQTs are supported in their first year by a Subject Mentor and will follow a programme of induction and development overseen by the Director of Studies and regulated by IStip.

For graduates without formal teaching experience there is the potential to provide a Teaching Apprenticeship route to gain Qualified Teacher Status. To be eligible for the Teaching Apprenticeship route, the applicant must have lived in the UK for the three years immediately prior to the start of the training programme. They must also have a UK university degree indicated on the UCAS site or a recognised equivalent qualification (if these are from overseas an NARIC statement is also needed) relevant to their proposed subject area. A Grade C or above in GCSE English and Mathematics (or equivalent qualification) are also required. The School works in partnership with the training provider eQualitas to provide a one year Teaching Apprenticeship Programme (TAP) which combines work with practical, on and off-the-job, training and study in order to gain the skills, knowledge and behaviours needed to be fully competent classroom teachers. The training programme is a mixture of:

- Independent, distance learning by the trainee based on the learning resources on the eQualitas VLE
- Courses for trainees, provided by eQualitas and eQualitas tutor support visits
- In school training by Mayfield School staff, including a placement in another school that offers a contrasting experience.
The Religious Studies Department at Mayfield School

Throughout the day-to-day life of the School, a basic aim of all who work with the girls is to help them achieve Cornelia Connolly’s maxim: “Be yourself but make that self what God wants it to be”. We as a community, endeavour to educate young women of faith and reason, prepared to ‘respond to the needs of the age’.

In the Religious Studies Department we seek to underpin the aims of the School:

- To draw out and foster the particular gifts of each girl. Students should therefore be given every opportunity to develop their talents to the full.
- To encourage the Christian commitment of the majority of our students who come to us either as Catholics or as members of another Christian denomination, while also ensuring that they come to respect and appreciate the religious beliefs and traditions of others.
- To develop, according to their age, an awareness of the needs of others and in doing so, lead them to realise that we cannot be passive observers of life, but rather that we should be willing to face challenges which involve sacrifice and unselfishness. We aim to transmit moral values based on Gospel principles which will enable students to serve as witnesses and exemplars of Christian virtue in the world.
- To promote and encourage the study of Religious Studies to a high academic standard within the school to GCSE and A Level, and beyond. We believe that this is an important, interesting and challenging discipline, and we hope that girls will be encouraged to go on to further study. For all our students, we hope that this study will provide a sound basis for their adult beliefs and values. We believe that the academic work of the Religious Education Department is central to the Catholic ethos of the School.

There are five specialist teachers in the Department. Our students study our own programme at KS3 (covering an introduction to Catholic Christianity, Hinduism, Buddhism, Islam and Philosophy of Religion). At GCSE all students study the AQA Catholic specification. Our results at GCSE level have been outstanding. Last year 83% of Year 11 achieved grades 7-9 (25% grade 9). In the Sixth Form girls who take A Level RE study the OCR specification, covering the Philosophy of Religion, Religious Ethics and Christian Theology modules. At A Level 67% of students achieve a grade B or above.

All Year 12 and 13 students attend a course of General Religious Education for one lesson a week. This is organised on a carousel system. Courses are presented according to the interests and expertise of teachers with the aim of encouraging thoughtful discussion of issues relating to religion, philosophy and ethics in the modern world. We aim to stimulate reflection upon some of the vital questions and challenges confronting people in Church and society today.

Students in all years attend weekly liturgies. These are co-ordinated and usually led by the Lay Chaplain. Students are encouraged to participate in a variety of liturgical forms and to engage in the planning of liturgies. In addition to Sunday Mass, which all boarders are expected to attend, there is a voluntary weekly evening Mass. There are also Whole School masses every half term and on Holy Days of Obligation. Girls sing in Schola and Chapel Choir and there is a worship band. Our Sixth Form sacristans organise the altar servers and several girls and staff act as Eucharistic Ministers.

It is hoped that through academic study, through the liturgical life of the School, and through retreats and Days of Recollection, students will develop not only their understanding, but also their sense of belonging to their faith thereby strengthening their commitment to it. Religious Studies not only helps students understand theological concepts and religious doctrines, but it also promotes and equips students with valuable skills for their future development, such as analytical and critical thinking, the ability to work with abstract ideas, leadership and research skills.
Teacher of Religious Studies at Mayfield

Preparing and delivering challenging and stimulating lessons

- Have a good degree in a relevant discipline and possess strong subject knowledge of Religious Studies.
- Set high standards and encourage all pupils to achieve their full potential through an encouragement of independent learning and self-evaluation.
- Be expected to keep knowledge and skills as teachers up to date, through reflective practice and by regular attendance at suitable inset or training courses.
- Teach their subject successfully with expertise, enthusiasm and patience.

Promote good progress and outcomes for pupils

- Implement School policies and practices for marking, target setting and reporting, using this information to support on-going improvement.
- Communicate appropriately and effectively with parents, tutors or Heads of School on a pupil’s development and progress.
- Have the ability and confidence to teach able students and support weaker girls.

Fulfil wider professional responsibilities within academic departments

- Attend departmental meetings and play an active role in departmental discussion and curriculum development, including contributing to schemes of work within the Department.
- Participate in the setting and marking of internal and external examinations.
- Contribute and support departmental extra-curricular activities; including programmes designed to enrich a girl’s education as well as weekly revision sessions and clinics.
- Seek to work constructively with colleagues in other departments to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
- Attend staff meetings, parents’ consultations, open mornings, Prize Giving, and similar important School functions.
Fulfil wider professional responsibilities within Mayfield School

- Actively support the Catholic, Holy Child ethos of the School and be familiar with and contribute to the Cornelian philosophy and principles.
- Be committed to the pastoral care of pupils whether as a tutor, boarding tutor or in other roles, including attending weekly assemblies and liturgies (including Mass) and Inter-House competitions.
- Contribute to the broader Mayfield educational provision in a way which builds on your talents and expertise.
- Be involved in wider educational activities which help develop the diverse talents of girls: equipping them for leadership and service; programmes including ‘Actions not Words’, DofE, etc.
- Be involved in extra-curricular activities including trips, sports, music, drama, clubs and societies.
- Carry out such duties as are allocated by the Deputy Head or other SMT colleagues, including study supervision, lunch duties, cover for absent colleagues and examination invigilation.
- Contribute to the boarding community by being involved in Saturday afternoon activities on six Saturdays across the School year (or equivalent).
- Illustrate the ability and desire to promote Mayfield in the wider community.
- Maintain high standards of ethics and behaviour especially with regard to attendance and punctuality.
- Adhere to school policies and procedures including professional conduct, Safeguarding and Child Protection guidelines.
- Carry out any other reasonable request of the Headmistress.

It should be noted that the above list of duties is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headmistress for a Head of Department which fall within his or her capabilities and which are in accordance with the usual practice of a Catholic Independent Boarding and Day School.

All staff are expected to promote safeguarding and child protection as a fundamental part of their role and will be supported in this respect by ongoing professional development.
## Mayfield School

### Teacher of Religious Studies – Person specification

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<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td><strong>RELEVANT</strong></td>
<td>Ability and confidence to teach able students and support weaker girls</td>
<td>Practising Catholic</td>
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<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Use of a variety of teaching and learning styles</td>
<td>Experience of examination and coursework / controlled assessment moderation</td>
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<td>Understanding of the importance of assessment and aspiration in the classroom</td>
<td>Interest in curriculum development</td>
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<td>Experience of teaching another subject at KS3</td>
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<td><strong>QUALIFICATIONS</strong></td>
<td>A good degree in Theology or in a related discipline</td>
<td>PGCE or equivalent</td>
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<tr>
<td><strong>KNOWLEDGE</strong></td>
<td>Awareness of practical strategies to motivate learners and raise achievement</td>
<td>Teaching experience across the age and ability range of the School</td>
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<tr>
<td><strong>AND Skills</strong></td>
<td>A vision of the role of RS in a Catholic School</td>
<td>Interested in application of ICT skills to learning and teaching of Religious Studies</td>
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<td></td>
<td>Good ICT skills</td>
<td>Awareness of developments in Religious Education</td>
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<td>Good literacy skills (written and spoken English)</td>
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<td><strong>DISPOSITION</strong></td>
<td>Enthusiastic and motivated</td>
<td>To be positive about the need for innovation and change</td>
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<td></td>
<td>Highly organised</td>
<td>Reflective on good practice with a willingness to seek continuous improvement</td>
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<td>Creative and a good problem-solver</td>
<td>Ability to work under pressure</td>
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<td>A commitment to and interest in the wellbeing, support and achievement of girls</td>
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<td>A team player</td>
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<td>Independent thinker</td>
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<td>Able to engage with girls of all faiths and none</td>
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<td>Having an understanding of the importance and challenges of living out your faith in daily life and the ability to support girls and colleagues in their faith journey.</td>
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<tr>
<td><strong>INTERESTS</strong></td>
<td>The potential to offer something extra to the School and its students to enhance the girls’ learning outside the classroom</td>
<td>Willingness to lead the development of extra-curricular provision in Religious Studies, as well as the wider spiritual life of the School</td>
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<td>Willingness to contribute to the extra-curricular programme of the School</td>
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<td><strong>ETHOS</strong></td>
<td>Commitment to the Catholic ethos of the School</td>
<td>Experience of working in a boarding environment and/or Catholic education</td>
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<td></td>
<td>A sense of excitement about teaching and working with young people</td>
<td>Involvement with School Chaplaincy</td>
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Application Process

Mayfield School has its own application form which is available via the website. Applications should be supported with a covering letter setting out why you wish to work at Mayfield School, why you feel you are an appropriate candidate for this position and what you believe you could contribute to the School community.

**Closing date for applications: Monday 10 February 2020 @ 09:00**

**Interviews will take place in week commencing: Monday 10 February 2020**

We offer excellent working conditions in an outstanding environment. Mayfield has its own generous pay scale and the salary package for this position will reflect the qualifications and experience of the successful candidate. All staff are expected to contribute to the extra-curricular programme.

For further information please visit our website [www.mayfieldgirls.org/vacancies](http://www.mayfieldgirls.org/vacancies) where you can access our requisite application form. Ms K Brennan Head of HR by e-mail for further details and our requisite application form. [hr@mayfieldgirls.org](mailto:hr@mayfieldgirls.org).

The School is an equal opportunities employer.

The successful applicant will be required to undertake an enhanced DBS check.