

**INFORMATION FOR APPLICANTS
TEMPORARY ENGLISH TEACHER
(Maternity Cover)
June 2010**



**Manchester High School for Girls
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Manchester High School for Girls

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and the public examination results consistently place the School in the premier league of Independent Schools

For 136 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the school has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The school takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the school has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The school is a non-denominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association and of the Association of Governing Bodies of Independent Schools. Since 1893, the school has provided means tested financial support for a significant number of girls, in recent years until 1998, through the now discontinued Government's Assisted Places Scheme. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently 12% of girls in the senior school are in receipt of some form of financial assistance. The girls are drawn from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the girls to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Currently entry to the Preparatory Department is from the age of 4 with additional intakes at seven, eight and nine. Sometimes occasional vacancies are available for entry at other ages. Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The senior school caters for girls from eleven to eighteen and the preparatory department provides for girls from four to eleven. Almost all girls in the preparatory department gain admission to the senior school. The majority of our eleven-year-old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses. Currently there are 218 girls in the preparatory department and 729 in the senior school, including 190 in the sixth form.

The Curriculum and Timetable

Upon entry, girls are placed in one of four parallel groups of approximately twenty-five, although many teaching groups are smaller units and setting is implemented in some subjects at a later stage. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE, AS and A Level. In 2009, at GCSE, 85% of all grades were A or A* and the pass rate was 100%. At A level, the subject entry pass rate was 100% and 96% of all grades were A or B.

The school offers a wide choice of subjects at 'A' level and GCSE, with over 20 subjects offered at each level. Recent additions to the curriculum include GCSE and AS Physical Education, GCSE Dance, compulsory AS level Critical Thinking for all Junior Sixth students and, from September 2006, Mandarin. Girls take the equivalent of 9 or 10 GCSEs and, currently, 5 AS levels in the Junior Sixth with the possibility of a 6th AS in the Senior Sixth whilst continuing with 3 or 4 A2 subjects. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge. The School hopes to offer the International Baccalaureate examination for the first time from September 2010.

Pastoral Support, Care and Guidance

Individual Heads and Assistant Heads of Year, a Head and Deputy Head of Sixth are responsible to one of the Deputy Head Mistresses for this area. Effective systems of student support have been established where the role of the form tutor is pivotal. The work of the pastoral team is greatly enhanced by the work of the school nurse who offers a counselling service in addition to the normal medical service. A learning support co-ordinator and a life skills co-ordinator were appointed in 2003 in addition to a Head of Careers.

Current staffing

The staff of the Senior School consists of the Head Mistress, two Deputy Head Mistresses, Bursar, two Assistant Head Mistresses and 64 assistant teachers (53 full-time and 11 part-time). The Preparatory Department is led by the Head of the Department, who is responsible to the Head Mistress, with 15 assistant teachers (13 full-time and 2 part-time) and five teaching assistants. The Deputy Head Mistresses, the Bursar, the Assistant Head Mistresses and the Senior Teachers, one of whom is the Head of the Preparatory Department, form a Senior Leadership Team working closely with the Head Mistress. In addition there are 8 technicians, a full-time professional librarian with two assistants, four visiting speech and drama teachers and a large team of visiting instrumental music teachers. A school doctor is in regular attendance and there is a full-time school nurse. The Head's Personal Assistant is the Senior Secretary and there are 11 other ancillary staff supporting the offices of the Head and the Bursar, as well as providing typing assistance for the staff. In addition, there are six maintenance staff.

Extra curricular activities

There is a wide variety of extra curricular activities, which are well supported by girls and teachers. Many take place at lunchtime but, in addition, there are numerous theatre visits and field trips, which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the school's performance activities have an excellent reputation. There is a full list of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 and J6 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

Accommodation

In the last ten years, an ambitious refurbishment and development schedule has seen the classrooms, laboratories and specialist subject accommodation transformed. Modernisation of the dining room and kitchens, library, main hall, lavatories, three ICT suites, two state-of-the-art language laboratories and greatly improved work facilities for staff, have completed the upgrades. The construction of an impressive Sports Complex, with fitness suite and climbing wall to augment the existing swimming pool, Astroturf pitch and dance studio was completed in September 2006. A membership scheme for staff was set up in November 2006. Further ambitious building work is anticipated in the future.

Development Department

The two functions of fundraising and marketing are carried out by the Development Department. The staffing of the Development Department consists of a Director of Development and a term-time Development Manager, plus a full-time Marketing Manager and a term-time administrative assistant servicing both aspects of the department.

Inspection and Future Plans

The school was inspected in October 2004. The whole community was delighted with the report, which recognised the school's unique qualities and outstanding features. It is rare to find a school inspection report which states that a school has no weak features. The following points are quoted from the report summary as outstanding features of the school. The full report is available on www.manchesterhigh.co.uk:

- *Very good teaching, excellent pastoral support and a rich variety of extra-curricular activities are key factors in the successful personal development of pupils and in the high levels of academic standards they achieve.*
- *Very good leadership and management are instrumental in developing a positive ethos and a clear direction for the school.*
- *Pupils show an excellent level of respect for and understanding of the religious, ethnic and cultural backgrounds represented in the school.*
- *Pupils make a significant contribution to the supportive ethos that builds a culture of high self-esteem and excellent personal achievement.*
- *Assessment procedures are very good and the data collected is used in an excellent manner to enhance the quality of teaching and learning.*
- *The harmonious working of pupils from a wide variety of religious, ethnic and cultural background is an outstanding feature of the school.*

The school's strategic planning cycle continues and a new three year plan covers the academic years 2009-2012. The school is continuing to work to maintain a culture of continuous improvement in which learning is pre-eminent, which is professional and efficient and which is prepared to undertake change in pursuit of genuine quality.

AGREED STATEMENT OF EDUCATIONAL PURPOSE AND AIMS

Purpose

Manchester High School for Girls was founded in 1874 "To impart to the girls the very best education which can be given and to fit them for any future which may be before them".

Today, the school maintains these guiding principles by encouraging each individual pupil to achieve educational excellence over a broad range of subjects and to develop an awareness of her own value and a sense of responsibility towards others.

Aims

The School aims to:-

- Develop an understanding of the value of education as an end in itself and to instil a love of excellence and culture.
- Encourage the achievement of the highest academic standards and individual potential.
- Provide a broad and varied range of subjects and activities offering each girl the opportunity to develop her talents within a single sex school.
- Educate the whole person so that girls leave school with a sense of self-worth, self-discipline, and an ability to contribute with confidence in an increasingly competitive and technological world.
- Draw on the school's social, cultural and religious mix of pupils, to enable girls to live and grow in an atmosphere of mutual respect.
- Encourage qualities of caring, kindness, honesty and loyalty and to foster high moral standards.

The post, person specification and job description

The English and Drama Department

The successful applicant will join a highly effective departmental team. There is a high degree of co-operation and teamwork in the day-to-day running of the department, but individual differences and strengths in the team are encouraged. Colleagues are given opportunities to teach in ways most suited to them, within the framework of the agreed departmental Statement of Aims and Objectives. We are however keen to offer a variety of approaches and activities within the classroom, placing particular emphasis upon independent learning and student participation. Consistency and flexibility are considered particular strengths of the department. We fulfil all the demands of the National Curriculum and more besides. We have had a long partnership with Manchester University in ITT.

There is a department office with staff working spaces, with shared resources and a varied choice of critical books in the departmental library. Core language textbooks are available to every student; indeed every student has a personal copy of every text she studies. Each student will experience a broad range of prose, poetry and drama, including Shakespeare from Year 7 onwards. Our stock of fiction is particularly varied.

In Years 7 and 8 girls are taught in form groups. In Years 9, 10 and 11 girls are taught in groups of about 20 with some ability grouping. Each A level group is taught by two members of the department.

Accommodation

The department has 6 suited specialist rooms, including a drama studio. The atmosphere is bright and cheerful and the walls are decorated with a wide variety of posters and pupils' work. Work display areas include portable screens and fixed boards. All English rooms are equipped with interactive whiteboards.

Curriculum

Naturally emphasis is placed upon the achievement of high academic standards. This is borne out in our excellent GCSE and Advanced level results. In 2009, all students achieved A or B at A2 level in English Literature and English Language. At GCSE level in English Language 90% of students achieved A* or A, and in English Literature 79% of students achieved A* or A. English Language, English Literature and Theatre Studies are popular options at Advanced level and all girls sit GCSE examinations in English and English Literature, with Drama being an option.

Syllabus details

- GCSE: WJEC English and English Literature (last examination in 2011)
AQA English and English Literature (teaching from Sept 2010)
AQA Drama & Theatre Studies
- A Level: AQA English Language: specification B
AQA Theatre Studies
AQA English Literature: specification B
- IB: English A1 (from Sept 2010)
Drama (from Sept 2010)

Curriculum Enhancement and Extra-curricular Activities

As a department, we are committed to playing a significant role in the extra-curricular life of the school and to broadening the cultural experiences of our students. We organise regular visits to theatres in the North West, Stratford-upon-Avon and London. Whenever possible, we arrange for our students to attend conferences or to visit places of literary interest.

We hold special events to mark National Poetry Day and World Book Day, such as competitions and readings in the school library, which have been well supported by colleagues and students. We have also invited guest speakers, including Carol Ann Duffy and Simon Armitage to address our students. Colleagues run creative writing groups for both junior and senior girls and there are also reading groups which take place during lunch-hours.

Each year there is a residential trip to Stratford for our J6 English Literature students, accompanied by two members of the department. They spend three days in the town seeing three productions and participate in a backstage tour of both theatres.

There is one major drama production each year and other performances in the drama studio. There are lunchtime clubs for girls in Years 7 to 9.

Departmental Development Plans

We intend to develop the use of software in classrooms with the use of a computer and data projector. This equipment also gives students the opportunity to use Powerpoint presentations in their oral assignments.

We are also continuing to develop the department's site on the school intranet to encourage independent learning.

We are keen to develop the use of the Drama studio for the production of small scale, more experimental pieces.

From September 2010 the Department will be delivering A1 English as part of the International Baccalaureate Course.

The Post

The post is full time and temporary to cover a maternity leave, with effect from June 2010.

Person Specification

Essential Criteria

- Honours graduate
- Qualified teacher status
- Knowledge of the National Curriculum requirements in KS3 and KS4 English
- Successful experience of teaching GCSE English
- Working knowledge of AS and A2 level courses in English
- An enthusiasm for the subject and the ability to communicate this successfully to colleagues and students
- Excellent organisational and administrative skills
- An excellent classroom practitioner with a creative and imaginative approach to teaching and learning
- Knowledge of current health and safety practices applicable to English teaching, particularly risk assessments for practical lessons.
- Exceptionally well-developed inter-personal skills
- The ability to work calmly under pressure and to relate to a wide range of people within the school
- A willingness to contribute to the school as a whole and in particular to extra-curricular activities
- Rigorously professional in all respects
- A sense of humour
- Smart appearance
- Experience in teaching English to GCSE

Desirable Criteria

- Experience of in teaching English to A-level

Job Description Subject Teacher

Responsible to:	The post holder will be directly responsible to the Head of English
Post:	Temporary full time teacher of English
Salary Grade:	Main Scale & MHSG Allowance & UPS allowances dependent upon experience & responsibilities

KEY RESPONSIBILITIES

Teaching and Learning

1. To plan and prepare lessons for students according to their age and aptitude including the setting and marking of work according to the school's teaching and learning policy.
2. To assess, record and report on the development, progress and attainment of students in accordance with school policies.
3. To participate in arrangements for preparing students for both internal and public examinations and in assessing students for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
4. To communicate, consult and, where appropriate, cooperate with parents and other persons outside the school.
5. To contribute to oral and written assessments, reports and references relating to individuals or groups of students.

Administration and Supervision

1. To co-operate with the Head of Department and carry out any reasonable duties at her/his request and to advise on resources.
2. To maintain good order and discipline among the students of the school and safeguard 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.
3. To participate in meetings at the school, or externally, which relate to the curriculum for the school or the administration or organisation of the school including pastoral arrangements.
4. To supervise and, so far as practicable, teach for a reasonable length of time any students whose teacher is not available to teach them.

Pastoral Support and Guidance

1. To carry out tutor administrative duties on behalf of the school.
2. To provide a stable framework for girls within the particular tutor group and to help them relate to the rest of the school community.
3. To monitor the academic progress and pastoral welfare of each girl in the form, initiating appropriate action where necessary.
4. To act as a point of reference between parents and staff who teach the group
5. To deliver the Life Skills programme.
6. To contribute to the extra-curricular activities programme.

Professional Development

1. To participate in the system of Professional Review and Development.
2. To review methods of teaching and participate in arrangements for further training and professional development as a teacher.
3. To keep up to date with ICT developments to a level that enables a teacher to carry out their responsibilities effectively.

General duties

A teacher shall perform in accordance with any directions which may reasonably be given to her/him by the Head Mistress from time to time such particular duties as may reasonably be assigned to her/him.

This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

ADDITIONAL INFORMATION

Salary and Other Benefits

- There is a 50% discount on school fees for the daughters of full-time members of staff.
- There is a generous budget for staff training. All colleagues are encouraged to continue their professional development.
- The School participates in the Teachers' Pension Scheme
- Colleagues are served by two of our catering team throughout the day. Tea, coffee and biscuits are provided at break and at the end of the school day. A separate staff dining room with an extensive and reasonably-priced choice of food and waitress service is available from 12 noon to 2pm serving subsidised meals to all staff. Light refreshments are provided for colleagues who remain in school for evening events.

Other Information

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The school has a no-smoking policy throughout the premises, and a smart dress code.
- Applicants should note that the School has a statutory duty to check the Criminal Records Bureau lists and shall ask the successful candidate to complete the clearance form, which must be cleared before the offer is absolute. It also requires all candidates to present their examination qualifications for inspection at the interview stage.
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 1998. We will obtain information about you including your physical and mental health, and any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- The school website, www.manchesterhigh.co.uk, is regularly updated and has a wide range of additional information, including the full ISI Inspection report from October 2004.

Arrangements for Applicants

1. Please apply by submitting to the Head Mistress:
 - a fully completed application form, including 'A' level grades, degree classification, dates of awards and the names and contact details of two referees. Applicants should note that we write for references during the selection procedure.
 - a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.
2. The closing date for receipt of applications is Monday 15th March 2010.
3. Formal interviews will take place during the week commencing 22nd March 2010.
4. Your application will be acknowledged, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.
5. It is usual for candidates applying for all posts to teach a lesson. The exact details will be discussed if candidates are successful at the formal interview stage. It is likely that this will take place in the afternoon of the day of the interviews.