



Manchester
High School
for Girls

Part-time Teacher in charge of Spanish
(approx 0.75FTE over 4 days)
Information for Applicants

recruitment@mhsg.manchester.sch.uk

Grangethorpe Road, Manchester, M14 6HS

0161 224 0447

Manchester High School for Girls

A Manchester High School Girl is known by her confidence and compassion. She is bright and passionate with a love of learning and is ambitious for herself and others. She is a kind, caring, well-rounded individual who wants to make a difference.

Our girls are remarkable.



Mrs Helen F Jeys – Head Mistress

At MHSG, we have been helping pupils achieve their potential since 1874 and have educated many women, who have made significant changes to our world. We are proud of our reputation for academic excellence, but recognise that our extra-curricular opportunities and caring ethos are equally important in supporting our pupils as they become outward-looking and forward-thinking young women.

Wellbeing is a priority and we help pupils develop an awareness of their own value as well as their responsibility towards others. We encourage our pupils to develop character; to build resilience, self-confidence and self-esteem so that they can flourish as individuals. We encourage them to aim high and be 'risk-takers', embracing the importance of failure and viewing challenges as stepping-stones to future progress.

We believe these qualities are fundamental for happiness and success both at school and in the world beyond Manchester High.

Our pioneering alumnae epitomise our approach. From the Pankhurst sisters who fiercely campaigned for women's voting rights, through to today's leaders, such as Deputy Political Editor of ITV News, Anushka Asthana, Catherine Mayer, Co-founder of the Women's Equality Party and Dr Kotska Wallace, Principal Engineer at the European Space Agency, our pupils go on to make a real difference.

Manchester High School for Girls does indeed have a long and distinguished history but we strongly believe an even more exciting future lies ahead.

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and is amongst the top schools nationally.

For 151 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, the Heads' Conference 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 pupils. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance. The pupils are drawn

from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the pupils 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. Entry to the Preparatory School is from the age of 4 and 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 pupils from eleven to eighteen and the Preparatory School provides for pupils from four to eleven. Most pupils in the Preparatory School progress into 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 231 girls in the Preparatory School 537 in the Senior School and 172 in the Sixth Form.



The Curriculum and Timetable

Upon entry, girls are placed in one of four parallel form groups in which they are taught for most subjects, although setting is implemented in some subjects. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A-Level. In 2024, around 60% of A-level grades awarded to MHSG students were A*/A, and 40% of our students obtained straight A*/A grades.

Over 80% of all GCSE grades awarded to our students in 2024 were grade 7 or above - and the majority of our Year 11 pupils chose to stay on to join the MHSG Sixth Form. The median grade awarded at GCSE level was an 8 and at A-level was an A. We are very proud of the pupils' excellent academic performance in this and previous years.

The School offers a wide choice of subjects at A-level and GCSE, with over 20 subjects offered at each level. Students take the equivalent of 9 or 10 GCSEs and, currently in the Senior Sixth 3 or 4 A-level 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.

Pastoral Support, Care and Guidance

Highly effective systems of student support have been established where the roles of the Form Tutor and Heads of Year are pivotal. Heads of Section oversee Lower and Middle School years for an added layer of support and there is excellent communication and transition between all pastoral staff. The work of the pastoral team is greatly enhanced by the School Nurses and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form, a Learning Support Co-ordinator, Well Being Co-ordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care) and the Heads of Year is provided by the Pastoral Secretaries.

Current staffing

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, Director of Finance and Operations, five Assistant Heads and 70 teachers (47 full-time and 23 part-time). The Preparatory School is led by the Head of the Preparatory School who is responsible to the Head Mistress, supported by a Deputy Head, with 18 teachers (15 full-time and 3 part-time) and 10 teaching assistants. The Deputy Heads, the Director of Finance and Operations, the Director of Admissions, Development and Marketing, Director of Sixth Form and the Head of the Preparatory School form a Senior Leadership Team working closely with the Head Mistress. In addition, there are 13 technicians, a full-time professional librarian with 2 assistants, 4 visiting speech and drama teachers and a large team of visiting instrumental music teachers. There are 2 part time school nurses. The Head's Personal Assistant is also the Office Manager and there are 15 other ancillary staff supporting the offices of the Head and the Director of Finance and Operations, as well as providing administrative assistance for the staff. In addition, there is an Estates Manager and 7 maintenance staff.

Extra-curricular activities

There is a wide variety of extra-curricular activities, which are well supported by pupils 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 schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All pupils in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

Accommodation

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 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, Astrotrurf pitch and dance studio was completed in September 2006. A free membership scheme for staff to the Fitness Suite is available. A first floor extension and refurbishment of the Preparatory School providing four additional classrooms was completed in August 2012. A state of the art Sixth Form Centre was completed in summer 2014. Over the past two years the Main Reception has been remodelled and an impressive new Learning Enhancement and Well Being hub has been created.

Admissions, Development and Marketing Department

The School's Admissions, Development and Marketing Department consists of the Director of Admissions, Development and Marketing, the Marketing and Communications Manager, Alumnae and Development Manager, the Registrar and Admissions Assistant. Marketing is responsible for overseeing anything related to the Manchester High School for Girls 'brand' and promoting what is on offer here to prospective parents and students through advertising and PR, including maintaining the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. Development is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling the School to build close working relationships with the Manchester business community. Development also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into...' careers evenings.

Inspection and Future Plans

The Independent Schools Inspectorate (ISI) conducted an inspection of Manchester High School for Girls in April 2024. The School was found to be fully compliant with all of the regulatory requirements and the inspection report highlighted the following as a significant strength of the school: "Leaders have high aspirations and have firmly established core values that underpin the school. This results in a caring, inclusive and diverse community. Staff are ambitious for the pupils and thread the values of learning, innovation, compassion, wellbeing and individuality through every aspect of school life. This results in empowered and dynamic pupils who flourish." The full inspection report can be accessed via our website.

Our current strategic objectives run from 2024-2027 The School is continuing to work to maintain a culture in which learning is pre-eminent and in which change is welcomed in the pursuit of improvement.

Our teachers challenge us in our learning both in and out of the classroom and this has helped me to believe in myself more and find the positive in every challenge.

Louise, Year 11

Agreed Statement of Educational Purpose and Aims

Our 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 upholds these founding principles by encouraging each individual pupil to achieve educational excellence across a broad range of learning opportunities, both inside and outside the classroom. For each pupil, this all-round education fosters an awareness of their own value and a sense of responsibility towards others, both within our community and across the wider world.

Our aims

Manchester High School for Girls aims to educate and empower our pupils by:

- Supporting our pupils to develop an understanding of the value of education as an end in itself; instilling a lifelong love of learning, whilst striving for academic excellence alongside cultural awareness and understanding
- Inspiring pupils to achieve high academic standards within a culture of innovation, where they fulfil their individual potential
- Providing a broad and diverse range of subjects and extra-curricular activities that offer each individual pupil the opportunity to develop their talents and flourish
- Educating the whole child and prioritising their wellbeing so that pupils leave School with a sense of self-awareness, self-worth, self-discipline and an ability to contribute with confidence in an increasingly competitive and technological world
- Drawing on the School's social, cultural and religious mix of pupils to enable all to live and grow in an atmosphere of mutual respect and compassion
- Encouraging qualities of caring, kindness, honesty and loyalty, fostering high moral standards

Our mission

Our mission is to be a pioneering, academically selective school that embraces academic excellence and extra-curricular enrichment where the individual flourishes. The School empowers and inspires highly talented, intellectually curious students to become self-confident, independent, resilient and remarkable global citizens.





The Department of Modern Foreign Languages

The successful applicant will be part of a highly effective and forward-looking department. The department is a lively and supportive team made up of both full-time and part-time specialist linguists who, between them, are able to offer French, German, Mandarin and Spanish. All members of the department teach their principal language to GCSE and/or A-level and may teach some lessons in their second language. In addition, our specialist staff teach Modern Languages in the Preparatory Department. The school employs foreign language assistants for French, German and Spanish. The department is involved in the school's ITT partnership with Manchester University and one member of the department acts as the student mentor.

Colleagues are given opportunities to teach in ways most suited to them, within the framework of the agreed departmental Statement of Aims and Objectives and the current Schemes of Work. The department is keen to offer a variety of approaches and activities within the classroom, placing particular emphasis upon independent learning and student participation.

Core textbooks are available as well as, at various stages, workbooks, readers and revision guides. Students are encouraged to use our well-stocked library and the internet for further reference material. Staff are encouraged to develop their own teaching materials and to share successful resources and tests with other members of the department. We are also constantly reviewing and supplementing the resources on the school's VLE and we share materials with students on Microsoft Teams.

Accommodation

The department is extremely well-resourced. Teaching mainly takes place in the language classrooms which are equipped with interactive screens. The atmosphere is bright and cheerful and the walls are decorated with a wide variety of posters and pupils' work. We are very fortunate to have two interactive multi-media language laboratories with 25 and 30 positions respectively. These exciting facilities are timetabled for all classes on a rota basis. There is a departmental office, next to the teaching rooms, with ample work space and computer access.

Curriculum

We share a strong commitment to our students achieving the highest level of linguistic competence of which they are capable. We want students to be able to use their language skills creatively, independently and analytically. Students are encouraged to enjoy, understand and appreciate their languages through a good balance of traditional and contemporary teaching methods.

In Y7 students have 'taster courses' in French, German, Mandarin and Spanish (as well as Latin, which is taught by members of the Classics Department). In Year 8 pupils opt for two subjects from the choice of the taster course subjects and continue these languages in Year 9. At GCSE level there are currently one, two or three groups per language in French, German, Mandarin and Spanish (as well as Latin) in each year group. Our option system now allows students to study a combination of any two of the languages to GCSE level. At A-level we have one class of each language in each year group (we currently do not offer Mandarin A-level, other than for native or near-native speakers). We follow the Edexcel specifications for all languages at GCSE and AQA at A-level.

Our main Spanish coursebook for GCSE is Pearson Edexcel GCSE Spanish and we use the AQA textbooks and Kerboodle for A-level. Students have access to online resources at home. Our A-level students study the film "Pan's Labyrinth" and we are reading "Como agua para chocolate" in the Senior Sixth.

Pupils achieve excellent results in external examinations. Last year, at GCSE level, 75% of all grades for MFL were grade 7 and above and at A-level, 66% of all grades were A* to B.

We have successfully tutored and encouraged our best linguists to apply for top universities, including Oxbridge. We also provide tailor-made programmes of study for bilingual students.

Curriculum Enhancement and Extra-curricular Activities

The department usually organises residential visits to France, Germany and Spain for different ages every year. There are a number of film clubs where we show age-appropriate films in the target language from our film library. We offer clinics run by members of the department during the lunch hour where students can go to get help with their work. We also organise theatre and cinema visits and have taken pupils to language enrichment days, as well as participating in the Independent Schools' MFL Debating competition.

The post, job description and person specification

The Post of:	Part-time Teacher in Charge of Spanish (approx 0.75 FTE over four days)
Responsible to:	Head of Modern Foreign Languages
Salary:	Please see below
Required From:	January 2026 or sooner if possible

Salary Grade
Manchester High School for Girls has its own salary scale and the salary for the role will be dependent on qualifications, knowledge and experience.

Key Responsibilities
The Teacher in Charge of Spanish is responsible to the Heads of Modern Foreign Languages, the Deputy Head (Teaching and Learning) and the Head Mistress for the organisation, teaching, assessment and development of Spanish throughout the School, ensuring that each student is encouraged to develop her potential to the full in a climate of positive achievement. As subject leader, the Teacher in Charge of Spanish should seek to create an atmosphere which is harmonious and productive both for students and staff.

The core purpose of the subject leader is to provide professional leadership and to strategically manage a subject area to secure high quality teaching, effective use of resources and high standards of learning and achievement for all students.

- Subject Leadership**
1. Ensure curriculum coverage, continuity and progression for all students, including the gifted and talented and those with special educational needs.
 2. Maintain Schemes of Work for all year groups and provide guidance to colleagues on appropriate teaching and learning methods and resources.
 3. Establish and implement clear assessment and marking policies and a system of record keeping.
 4. Use prior achievement data effectively to analyse and interpret school data in relation to national data to inform subject development.
 5. Set clear expectations of both staff and student behaviour in line with school policies.
 6. Develop links with the wider community to extend and enhance the teaching and to develop students' wider understanding.
 7. Establish clear expectations and constructive working relationships among Spanish-teaching staff, devolving responsibilities and delegating tasks.
 8. Use the school's Professional Review and Development process to establish training needs and future targets for Spanish-teaching colleagues.
 9. Lead professional development of Spanish-teaching colleagues through example and support, and by using, for example, coaching or subject associations for wider development.
 10. Evaluate the teaching of the subject and use this to identify effective practice and areas for improvement and take action where necessary to improve the quality of teaching.
 11. Set clear standards for student achievement and the quality of teaching and evaluate progress and achievement of all students.
 12. Work with the Foreign Language Assistant to manage the organisation and delivery of speaking practice sessions.

- 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. 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. Communicate, consult and, where appropriate, cooperate with parents and other persons outside the school.
 5. Contribute to oral and written assessments, reports and references relating to individuals or groups of students.
 6. Work with the Learning Support Coordinator and the Pastoral Heads to ensure the needs of the students are met.

- Administration and Supervision**
1. To co-operate with the Head of Department and carry out any reasonable duties at their 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 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 pupils 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.

- 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
To carry out any other reasonable request of the Head Mistress.
This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

Person Specification

Essential Criteria

- Honours graduate.
- Qualified teacher status.
- Experience of teaching Spanish to GCSE and A-level
- Knowledge of current GCSE and A-level specifications
- Confidence in the use of technology to deliver the MFL curriculum
- 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 MFL teaching
- 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
- The ability to think and plan strategically
- Smart appearance.

Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times

Desirable Criteria

- Ability to teach a second language (French, German or Mandarin) in Key Stage 3/Key Stage 4
- A willingness to participate in foreign visits
- Experience of subject leadership

Child Protection and Safeguarding

This role involves contact with children and engagement in "regulated activity" as defined on page 65 of the DFE document "Keeping Children Safe in Education 2024.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be pro-active in trying to identify possible safeguarding issues and will report concerns immediately to one of the School's Designated Safeguarding Leads (DSLs).

Additional Information

- Salaries and Other Benefits**
- There is a 25% discount on school fees for the daughters of full-time members of staff. For part-time staff, the discount is pro-rata
 - There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
 - Teachers are enrolled into our APTIS pension scheme unless they choose to opt out of the scheme.
 - Tea and coffee 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 2.00 p.m. serving subsidised meals to all staff. Light refreshments are provided for colleagues who remain in school for evening events.
 - We offer an Employee Assistance Programme alongside a number of free staff wellbeing initiatives.
 - There is a fitness suite in the Sports Complex and a free staff membership is available subject to appropriate medical assurances.
 - We offer free on-site parking, where available.

- 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 is committed to safeguarding and promoting the welfare of children. All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS) which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required 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 2018. We will obtain information about you including 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.

- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- 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 April 2024.

Arrangements for Applicants



Our GCSE results are up there with the best in the country. Our excellent academic outcomes are a reflection of both our talented, hardworking pupils who are keen to learn and our excellent and innovative teachers.

Mrs Helen F Jeys, Head Mistress

1. Please apply by submitting to the Head Mistress at recruitment@mhsg.manchester.sch.uk:
 - a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children.
 - 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 **Thursday 3rd July 2025 at 9:00am**.
3. Interviews will take place **during the week commencing Monday 7th July 2025**.
4. Unfortunately, we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.



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