

Manchester
High School
for Girls

**PART-TIME TEACHER OF GEOGRAPHY
WITH POSSIBILITY OF
MUN COORDINATOR ROLE
(approx. 0.4, or 0.5 with MUN Coordinator role)**

INFORMATION FOR APPLICANTS



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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 last summer's public examination results at both Advanced and GCSE level were excellent, placing the School amongst the top schools nationally.

For 145 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. 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 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. Entry to the Preparatory Department 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 girls from eleven to eighteen and the Preparatory Department provides for girls from four to eleven. Most girls in the Preparatory Department 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 242 girls in the Preparatory Department and 693 in the senior school, including 154 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 2018, at GCSE, 70% of all grades were 7 or above and the pass rate (grade 4 and above) was 99.6%. At A-level, the subject entry pass rate was 100% and 93% of all grades were A*, A or B.

The School offers a wide choice of subjects at 'A' level and GCSE, with over 20 subjects offered at each level. Girls 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. 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 Studies, a Learning Support Coordinator, Well Being Coordinator 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, Bursar, two Assistant Heads and 75 teachers (51 full-time and 24 part-time). The Preparatory Department is led by the Head of the Department, who is responsible to the Head Mistress, with 16 teachers (15 full-time and 1 part-time) and 9 teaching assistants. The Deputy Heads, the Bursar, the Assistant Heads, the Head of the Preparatory Department and the Development & Marketing Director form a Senior Leadership Team working closely with the Head Mistress. In addition there are 10 technicians, a full-time professional librarian with 2 assistants, 5 visiting speech and drama teachers and a large team of visiting instrumental music teachers. A school doctor is in regular attendance and there are 2 part time school nurses. The Head's Personal Assistant is also the Office Manager and there are 14 other ancillary staff supporting the offices of the Head and the Bursar, as well as providing administrative assistance for the staff. In addition, there is an Estates Manager and 6 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 schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

Accommodation

In the last fifteen 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 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 free membership scheme for staff to the Fitness Suite is available. A first floor extension and refurbishment of the Preparatory Department providing four additional classrooms was completed in August 2012. A state of the art Sixth Form Centre was completed in summer 2014.

Development and Marketing Department

The School's Development and Marketing Department is split across the two functions. The marketing side of the team 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. The team also maintain 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. The team 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 and the team 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 a regulatory compliance inspection of Manchester High School for Girls in September 2016 and the School was found to be fully compliant with all of the regulatory requirements.

A strategic development plan which runs from 2018 -2023 is in place. 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.

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 Geography Department

There are currently three members of the department, two of whom are part-time. We value team work, mutual support and cooperation, but there is also scope for the development of individual interests and skills within the department. 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. Although emphasis is placed on academic achievement, we aim equally to stimulate an interest in and an enjoyment of geography in all its forms. Textbooks are available to every student and pupils are encouraged to use our well-stocked library and the internet for further reference and research material. Staff are encouraged to develop their own teaching materials and to share successful resources and tests with other members of the department. Many departmental resources are now available on the Geography Moodle page where they can be accessed by pupils and staff within school and from home. Pupils have two periods of Geography a week in Years 7 and one period a week in Years 8 and 9. The subject is popular at GCSE level and there are three teaching groups in Year 10 and two in Year 11, following the AQA specification. At A level, there is one teaching group in each year and we again use an AQA specification.

Examination results

Public examination results are excellent. In 2018 100% of students achieved in the range A* - B at A-Level, with 75% at A*/A. At GCSE level, 85% of students achieved grades 7 to 9 in the first year of the new specification, with 35% of students achieving a grade 9.

Curriculum

As an independent school we are able to develop schemes of work which suit our interests and aims and that are appropriate to the abilities of our pupils.

The following is a broad outline of the syllabus that is covered by this appointment:

Year 7 - Mapskills. Coastal processes and environments. Weather and Climate. Settlement studies. Sustainability.

Year 8 - World mapwork / atlases. Population. Rivers. Extreme environments: Antarctica, tropical rainforests and deserts.

Year 9 - Changing environments: introduction to geology and glaciation. Plate Tectonics. Development and globalisation. Climate change.

GCSE (AQA) - Paper 1 Physical Geography: UK landscapes, Living World, Hazards. Paper 2 Human Geography: Urban Challenges, Economic World, Resources. Fieldwork studies include a trip to the River Bollin, Macclesfield and Salford Quays.

A Level (AQA) - Physical: Hazards, Water and Carbon Cycles, Coastal processes and environments. Human: Changing Places, Global Systems, Population and the Environment.

Accommodation

The department has two dedicated teaching rooms and a Geography / History office for staff working space and resource storage. The office also includes a well-stocked library. The atmosphere in the Geography rooms is bright and cheerful and the walls are decorated with a wide variety of posters and pupils' work. The teaching rooms have an interactive whiteboards and computers. It is also possible to take classes to computer suites and to hold lessons in the school library or make use of the school iPads.

Fieldwork

We run fieldtrips with as many year groups as possible, outlined below:

Year 7 - Formby beach to study sand dune ecology

Year 9 - Poole's Cavern to study limestone landscapes

GCSE - River studies to Langley, Macclesfield and the Carrs Park, Wilmslow. Also an urban study day at Salford Quays.

At A-level - students explore the local area of Fallowfield for their Changing Places exam. Students also carry out their own fieldwork for the NEA.

We also run international trips to a variety of destinations. The next trip is to Arizona in Nevada, due to take place in April this year.

THE POST, JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	This is a permanent part-time post (approximately 0.4 FTE, 0.5 with MUN Coordinator role), which has become available due to the retirement of the current post-holder and is available from September 2019.
Responsible to:	The post holder will be directly responsible to the Head of Geography.
Salary Grade:	National Pay Scale for teachers + MHSG allowance of £1000 per year. MHSG UPS payments are paid to those fulfilling the criteria.

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 provide support to a form tutor in carrying out tutor administrative duties on behalf of the school.
2. To help 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 help monitor the academic progress and pastoral welfare of each pupil in the form, initiating appropriate action where necessary.

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.

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.

Model United Nations (MUN) Coordinator

(available to interested candidates)

Responsibility Point: RA1 (currently £1,209 per annum)

Purpose of appointment

The post-holder will lead and coordinate the Model United Nations programme at the school.

Main areas of responsibility

The post holder will make pupils aware of the Model United Nations programme and will promote its value throughout the school. He / she will encourage and facilitate the participation of our pupils at MUN conferences both at MHSG and at other schools. The programme is currently offered to pupils from Year 9 to Senior Sixth,

Key Responsibilities

1. To mentor and provide support for pupils in their planning and preparation for MUN Conferences.
2. To run weekly lunchtime MUN meetings and additional twilight sessions immediately before conferences.
3. To attend conferences at other schools with MHSG delegates. (There are usually five conferences per year, (including MUNHigh), including one weekend residential conference at another school.)
4. To run weekly after school sessions, with the Sixth Form organising committee, from September to January to plan the MUNHigh event.
5. To act as Director for the MUNHigh conference.
6. To manage the allocated budget for MUN.

Key skills and personal qualities

1. Interest in, and commitment to, the aims of the MUN programme.
2. Excellent organisational and communications skills,
3. Willingness to allow pupils take on real responsibility
4. Readiness to attend conferences at weekends (including residential conferences)

Person Specification

Essential Criteria

- Honours graduate.
- Qualified teacher status.
- Ability to teach up to GCSE and A-level Geography.
- An enthusiasm for the subject and the ability to communicate this successfully to colleagues and students.
- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times.
- 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 the teaching of Geography.
- 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.
- Ability to think and plan strategically.
- Rigorously professional in all respects.
- A sense of humour.
- Smart appearance.
- A 'can do' attitude.

Desirable Criteria

- Experience of teaching A-level Geography.

ADDITIONAL INFORMATION

Salary and Other Benefits

- There is a 50% 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 automatically members of the Teachers' Pension Scheme, unless they choose to opt out of the 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 2.00 p.m. 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 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 1998. 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 Regulatory Compliance Inspection report from September 2016.

ARRANGEMENTS FOR APPLICANTS

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 **9.00am on Tuesday 26th February 2019**. Interviews will take place in the week commencing **4th March 2019**.
3. 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.
4. Shortlisted candidates will be asked to prepare to teach a lesson. The exact details will be discussed with candidates invited to interview.