



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **Information Pack**

### **Deputy Head, Education & Development**

Closing date: Midday, Monday 29<sup>th</sup> January 2018

Interviews: Thursday 8<sup>th</sup> February 2018

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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, a Nobel Prize laureate, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*

## **DEPUTY HEAD, EDUCATION DEVELOPMENT**

### **General Information**

#### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. It educates boys from 7 – 18, and girls in the Sixth Form.

#### **The Role**

The school is seeking to appoint a well-qualified Deputy Head, Education Development from 1<sup>st</sup> September 2018, to lead and manage the development of teaching and learning in the School, including curation of the Teaching and Learning Group. The duties of the role will include, but not be restricted to:



- In conjunction with the Deputy Head, Academic, responsibility for the leadership of curriculum development in the School
- Oversight of staff welfare
- Leadership and coordination of the School's external educational partnerships
- Leadership of the schools' programme of community work and charitable activity
- In conjunction with the Bursar, oversight of the Arts Festival
- Leadership of teacher training activities, including Waynflete Certificate parts I and II
- Leadership and management of CPD, including the induction, probation and appraisal process for teaching staff
- Leadership of action research/research and development projects
- Leadership and management of INSET provision
- Participation in the recruitment process
- Leadership of PSHCE provision
- Coordination of Junior Waynflete Studies and the Thinking Skills programme
- Leadership of Enterprise activities



The Deputy Head, Education Development also has line management responsibility for the following staff:

- Some HoD's (split with Deputy Head, Academic as agreed with the Master)
- Director of Waynflete Studies
- Teacher Training Tutor
- Head of Careers
- Head of Learning Support
- Head of Drama
- Librarian
- Deputy CSO Coordinator
- PSHCE Coordinator
- Outreach Coordinator
- Charities Coordinator
- Internships Coordinator

### **Application Process**

Candidates should submit the Application Form for Teaching Staff, which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter ([shunter@mcsoxford.org](mailto:shunter@mcsoxford.org)). All documentation should be sent no later than **midday Monday 29<sup>th</sup> January**. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on Thursday 8<sup>th</sup> February and will be in contact with shortlisted candidates by telephone.





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## The Candidate

The successful candidate will have demonstrable experience in a similar role and will be required to teach pupils from the Second Form (Year 7) up to A Level and Oxbridge preparation, with the energy, enthusiasm, experience and expertise

to contribute significantly to the School.

The Deputy Head, Education Development will report to the Master.

Candidates short-listed for interview will be asked to teach an observed lesson when they come to the school. They will also be required to bring with them the necessary ID documentation and degree certificate(s), all of which must be originals. Further information on the observed lesson and documentation required will be provided with the invitation to interview.



In a lively day school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, CCF or other activities, is always advantageous.

## Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We also require sight of relevant original ID documentation and degree certificate(s).



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### **Additional Information**

If you have any questions or require additional information, please contact the Recruitment officer: 01865 253401.

### **Benefits**

MCS currently has its own salary scale, and salaries are more generous than those in the maintained sector; there is also a relocation allowance on a sliding scale, by agreement with the Master and Bursary, and dependent on current location. The school offers private medical cover and subscribes to the Teachers' Pension Scheme, in which all teaching staff are auto-enrolled – there is, of course, an opt out, should this be preferred. School fee remission for full time staff sons (from Junior through to Sixth Form) and staff daughters (Sixth Form) who pass entrance tests for the school is currently 50%. In addition, Headington Girls School currently allows full-time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over). All benefits are *pro rata* for part time staff, with the exception of private medical cover, which is a 100% benefit. In recent years, the school has introduced its own Waynflete Teaching Certificate scheme and successful candidates without a formal PGCE or equivalent, who meet the necessary criteria, may be invited to join this scheme. Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

*Hilary 2018*