



## **Deputy Head of Junior School**

### **Information Pack**

Completed applications should be emailed to [recruitment@mgs.org](mailto:recruitment@mgs.org)

Closing date: 09:00 on Wednesday 18 April 2018

## **Deputy Head of Junior School**

We are looking, from either 1 September 2018 or 1 January 2019, for a dynamic, creative, flexible individual to join the Junior School as Deputy Head.

The successful candidate will be able to deputise for the Head, contribute to the on-going development of the curriculum, have the ability to teach across the full age range in the Junior School and play a part in assessment for entry. The role would suit someone with energy and imaginative ideas, who thrives on challenging able children. The person appointed would be expected to make a significant contribution to the co-curricular life of the School.

### **MGS Junior School**

The Junior School is comprised of some 250 boys, aged 7 to 11. Boys are selected for entry on the basis of their extraordinary potential by observing their individual talents in imaginative lessons, not by a traditional entrance examination.

Junior School pupils are full members of MGS and do not need to pass any further test to enter the Senior School. The Junior School curriculum is broad and challenging, directed towards the special needs of gifted and talented boys with great potential. It includes exciting project work, novel subjects and a rich sporting programme. Core subjects are taught, supplemented by a wide range of enrichment activities.

The Junior School is housed in purpose-built, award-winning accommodation on the main school site and is very well-resourced. Junior School pupils and staff benefit from the use of many of the Senior School's excellent specialist facilities, including its sports hall, theatre, swimming pool, art studios and science laboratories.

### **Deputy Head of Junior School job description**

Within the Junior School we have two Deputy Heads, who alternate roles every two years. This ensures a rigorous, development process to enable the deputies to gain a range of experience, in preparation for future Headship.

The Deputy Head of the MGS Junior School will therefore be required, at some point, to cover a wide range of responsibilities. Whilst this job description gives an indication of the range of those responsibilities, it should not be regarded as definitive. Specific duties include:

- Quality control of report writing
- Performance review and line management of TAs, including the creation of their timetables
- Assessment and Tracking – internal and InCAS. Having a comprehensive knowledge of inputting data and its subsequent analysis
- PGCE Mentor
- Learning support and SEND liaison with the Senior School department
- Overseeing the use of Senior School prefects within the Junior School
- Management of cover timetables and ensuring suitable work has been set
- Overseeing the detailed process for organising trips across all year groups
- Fire Safety Officer
- Organise and maintain the co-curricular timetable and tracking systems
- Delivering topical weekly assemblies, including those of special significance

- Being involved in Senior School meetings and committees
- Being available from 8am for meetings
- Attend all Junior School functions
- Being part of the late night rota – at least once per week
- Being involved in assessment for entry into the Junior School
- Junior School tours for prospective families
- General marketing initiatives –
- Regular duties eg back gate
- Being part of the evaluation and creation of development plans
- Covering the role of Head if she is off site
- Leading on staff meetings and briefings in the Head's absence
- Being available to deal with disciplinary issues that have been escalated from the form teacher.
- DSL role and involvement with CPOMS
- Monitoring of break time behaviour room

## **Why work at MGS?**

### **The School**

The Manchester Grammar School has a long and distinguished history, and is an exciting, stimulating and rewarding community in which to work.

It was founded in 1515, by Hugh Oldham, Bishop of Exeter, to prepare able boys from the Manchester area, regardless of their background, to go to Oxford or Cambridge. The School has gained an international reputation for academic excellence, and enjoys a strong record of success with top universities, both in the UK and overseas.

We take our motto, Sapere Aude ('Dare to be Wise'), as meaning that we must challenge our pupils and expect to be challenged by them, and this is one of the things which makes teaching at MGS so rewarding.

### **Bursaries and social mobility**

MGS's Foundation Bursary Appeal has been the most successful appeal of its kind held by any school and is a cornerstone of our ethos. Its aim is to ensure that a place at MGS is available to any boy who passes our entrance assessments, regardless of his family's financial background. More than 200 boys currently receive full or partial means-tested bursaries. (The average bursary is 90% of the school fee.) Our long-term ambition is to be needs-blind, so that every boy who passes our entrance assessments can take up a place, regardless of his parents' ability to pay.

### **Our pupils**

The School comprises over 1500 boys in Years 3 to 13. All boys are assessed for entry on the basis of their considerable potential by observing their individual talents in imaginative lessons. A formal entrance exam only plays a part in entry to Year 7. Our admissions policy aims to be needs-blind to enable the School to be a diverse community of talented individuals from all backgrounds.

Boys come from across the North-West and from every type of background, and the boys who join the School each year come in equal numbers from maintained and independent primary schools.

### **Our teachers**

Staff at MGS come from every walk of life. Every year we welcome to our staff NQTs as well as experienced teachers. We expect all applicants to have a good degree. However, a teaching qualification, whilst desirable, is not essential; we can and do provide full support for those who wish to become qualified after appointment. Often teachers who have taught for a number of years join us to gain extra experience before moving on to become a head of department elsewhere. We are deeply committed to the professional development of our staff. Many colleagues have gone on to deputy headships and headships elsewhere; likewise, many staff choose to stay with us.

People who teach here will have a love of their subject and will have the ability to inspire and challenge able pupils. Our teachers enjoy making an active contribution to co-curricular activities, both for the reward of the activity itself and because of the different dimension it gives to their relationship with their pupils.

## **Our co-curriculum**

The co-curriculum is central to the ethos of MGS. Life outside the classroom is extraordinarily vibrant, both in terms of its diversity and quantity, and is a source of great enjoyment and challenge for our pupils and staff alike. It includes a vast amount and range of sport, music, drama, adventure, service and intellectual activities.

The School values the passion and commitment of its teachers in sharing their interests and enthusiasms with pupils outside of the classroom and seeks to enable staff to play to their passions whenever possible. Staff are given great autonomy over the activities they organise, and our pupils are given equal freedom to develop passions of their own.

We have lunchtime clubs and societies (many run by pupils) covering every possible area of intellectual interest. We have 24 musical groups with 280 participants, and typically stage a dozen drama productions each year, in our superbly equipped theatre and drama studios. We have 95 sports teams and 40 different sports. In outdoor pursuits every year we have numerous treks in the UK and overseas, as well as four camps involving 250 pupils. We offer a wide range of outdoor pursuits and are one of the largest centres for D of E in the North West. Alongside this there is a vast range of educational trips and visits, both in the UK and abroad. On average, each pupil spends twelve days a year on trips.

Visit our website to find out more.

## **Our facilities**

Recent developments have included the purchase of a new Steinway Model D grand piano for the Memorial Hall. There is also a new sports hall, major upgrades to our multi-gym, swimming pool and sports pitches, and a new, exceptionally equipped theatre and drama studios.

## **Manchester and the North-West**

Manchester is a vibrant and exciting place, as you would fully expect of Britain's second city. One of the fastest growing cities in Europe, it has a cosmopolitan outlook, a flourishing, varied cultural life and excellent restaurants and nightlife. It is a wonderful, stimulating place to live, with outstanding sport and leisure facilities, catering for every possible interest.

Theatre is vibrant and diverse, with venues including the innovative Royal Exchange, Home, The Lowry (in Salford Quays), Palace Theatre and Opera House. The Bridgewater Hall is an international centre of musical excellence and home to three major orchestras, whilst the Manchester Evening News Arena, the Apollo and many smaller venues contribute to the diverse range of music on offer in the city.

Befitting a city with such rich history and traditions, Manchester has excellent galleries and museums, and is, of course, a major centre for soccer, cricket, cycling and many other sports. Media City in Salford (adjacent to Manchester) is one of the country's most important centres for television and radio production, and is growing all the time.

Whilst offering all that you would expect from a major city, Manchester has the advantage of being very accessible and enjoys excellent transport links. London is only two hours away by train and Manchester's international airport is only five miles from the School. Areas of outstanding natural beauty are close by. The Peak District National Park, the Pennine Way and the Cheshire Plain are within an hour's drive, whilst the Lake District and Snowdonia are within two hours.

There is a wide choice of places to live, with ample rented accommodation. Property prices compare very favourably with those elsewhere in the country. Many staff live in the South Manchester suburbs, but others live surrounded by the Pennine moors or the Derbyshire hills. There is an excellent choice of schools, both private and maintained, at all levels.

For more information about the city, visit [www.visitmanchester.com](http://www.visitmanchester.com).

### **How to apply**

Candidates of any age and any level of experience are invited to apply. Appropriate induction and support will be given.

Further information about the School is available on our website.

Applicants should complete an application form: this can be downloaded from the vacancies section of the School's website, and emailed to [recruitment@mgs.org](mailto:recruitment@mgs.org). The closing date is 9.00am on Wednesday 18 April 2018, and we expect to hold interviews shortly afterwards.

The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Our Safer Recruitment policy may be viewed on our website (click on 'our policies' at the bottom of the homepage).

***We would like to thank all applicants for their interest in the School and for taking the time to apply. However, please note that, because of the high volume of applications we receive, we regret that we are unable to reply individually to each application. Applicants who have not heard from us by 25 April should assume that they have not been shortlisted for interview.***

March 2018