

Manchester
High School
for Girls

**POST OF HEAD OF PREPARATORY DEPARTMENT
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 143 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 263 girls in the Preparatory Department and 676 in the Senior School, including 182 in the Sixth Form.

Current staffing

The Head of the Preparatory Department is a member of the Senior Leadership Team and is responsible to the Head Mistress. The staff of the Preparatory Department consists of 16 teachers (15 full-time and 1 part-time) four of whom are members of the Preparatory Department Leadership Team and 7 teaching assistants.

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, the Bursar, two Assistant Heads, and 75 teachers (51 full time and 24 part-time). 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 trips and visits which offer the opportunity for girls to develop and follow their interests and talents in music, drama, sport and curriculum areas. Every year there are drama productions and musical events; the School's

performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross-country, hockey, athletics, rounders, swimming and water polo. All girls in Years 5 and 6 attend a residential course and there are regular opportunities to participate in departmental charity days and visits to places of interest.

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 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 pupils 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.

The Preparatory Department

The Preparatory Department has an excellent academic record and enjoys a well-deserved reputation as a caring school in which each girl is valued as an individual. The girls are educated to the highest standard by experienced, caring and committed staff; the department provides a broad, academic yet forward-looking curriculum, as well as exciting opportunities for extra-curricular activities.

It offers a friendly, happy and secure environment in which the qualities of kindness, respect, loyalty, self-discipline and self-worth are encouraged and developed. Each girl is helped to develop her self-confidence, her special talents and her academic potential.

The philosophy of both the Preparatory Department and the Senior School is that happy girls will achieve their potential. The level of pastoral care provided for the girls is, therefore, extremely high and includes 2 part time nurses (based in the Senior School, assisted by a doctor who visits one day each week), the Playground Friends and Big School Sister schemes, and specialist before and after school care.

The Preparatory Department is housed in its own accommodation which is attached to the Senior School. There are two libraries and two halls, serving the Early Years Foundation Stage, Key Stage 1 and Key Stage 2. Technology is prioritised for staff and pupils, with a computing suite, sets of laptops and iPads available for all classes. Interactive white boards are installed in all classrooms and the Junior Hall, and a plasma screen installed in the Infant Hall and flexible learning space. The Preparatory Department shares with the Senior School the use of the swimming pool, the sports complex, the dance studio and the outdoor astroturf pitches and netball courts; there are separate

play areas for both Key Stages, with an additional, attractive outdoor learning space specifically designed for the youngest children in the EYFS classes.

There are two parallel classes of up to a maximum of 20 girls each across every year group. The Infant Department is led by the Assistant Head of EYFS and Key Stage 1, who is line managed by the Head of the Preparatory Department. Specialist teaching is experienced by girls from Reception to Year 6 in a variety of curriculum areas such as Music, Sport, Swimming, Mandarin and French. In addition, there are six classroom assistants in EYFS and Key Stage 1, one part-time Learning Support teacher and one classroom assistant in Key Stage 2.

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.

The School's strategic planning cycle continues and work has begun on a new a five year plan to follow on from the 2012-2017 plan. 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 keen 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, JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Responsible to:	The Head Mistress.
Post:	This is an outstanding and exciting opportunity for an experienced and committed individual, with a commitment to promoting high levels of academic achievement and pastoral care, to lead the further development of our excellent educational provision in our Preparatory Department of this extremely successful school. This vacancy arises due to the relocation of the current post-holder, Mrs E Nash. The post is available from January 2018.
Salary range:	The starting salary will be in accordance with the successful candidate's experience and qualifications
Line Management of:	All Preparatory Department staff.

JOB DESCRIPTION

Purpose of the Job

To lead, motivate and develop the Preparatory Department so that it fulfils the academic, pastoral and social needs of the pupils by providing excellent broad-based education in line with the ethos of Manchester High School for Girls.

Senior Leadership Team responsibilities:

- Accept corporate, collective responsibility for decisions made and ensure that such decisions are implemented
- Be responsible for the management of change in the key areas of responsibility and display exceptional management and leadership skills
- Promote the School's ethos and values to students, staff, parents and the community
- Assist the Head Mistress in the management of the School, deputising as required for the Head Mistress in her absence, including being on a rota for responsibility during school holiday periods
- Exercise executive responsibilities delegated by the Head Mistress. These include the responsibility to make decisions and to give advice and make recommendations for action
- Keep assigned policies under review and make recommendations for change to ensure that they continue to meet current legislation and the School's needs
- Attendance at and the chairing of such meetings as may be required
- Assist with the appointment and induction of staff, the admission of students and the extra-curricular and events programme as appropriate
- Contribute to the School's self-evaluation, monitoring and professional review and development processes
- Contribute to the Strategic Planning process of the School and to the Annual Operating Statement in relation to key responsibility areas
- Evaluate and review of sections of the Annual Operating Statement
- Undertake any other duties and responsibilities as specified by the Head Mistress.

Key areas of accountability

- Ensuring the physical, mental and moral safety and welfare of all pupils, and maintaining good discipline.
- Undertaking the role of Designated Safeguarding Lead for the Preparatory Department.
- Giving strategic direction, formulating the overall aims and objectives of the department and policies for their implementation, and providing leadership to the changes that result.

- The testing and admission of pupils who will thrive within Manchester High School for Girls' environment.
- Understanding and delivering performance management and adherence to the budget to maintain and develop the school's financial strength.
- Communicating Manchester High School for Girls' ethos with enthusiasm, promoting the school's image and spearheading the recruitment of pupils to the Preparatory Department.
- Securing at all times the school's good name and reputation.
- Reporting fully to the Board of Governors, and accepting regular performance management review.
- Taking part in teaching and other activities as appropriate.

Educational provision and quality

- Directing and managing the education, both curricular and extra-curricular, provided by the department, ensuring that the highest standards of teaching and learning are delivered and that performance is kept under review.
- Providing a high quality rounded education for all pupils focussed on academic achievement – ensuring that all staff have high expectations of pupils, both in their learning and behaviour, and creating an environment in which all pupils can fulfil their potential both inside and outside the classroom.
- Establishing and managing the curriculum so that it is aligned with the best and developing educational practice, and to ensure its effective delivery by the teaching staff whilst maintaining and developing the department's extended curriculum and extra-curricular programme.
- Insisting on the highest quality of teaching and learning, ensuring that these are continually monitored and geared to adding value.
- Leading, encouraging and supporting innovation in teaching and learning with a particular focus on the effective use of IT.
- Ensuring that the department is effectively prepared for inspections.
- Instilling purpose and discipline among pupils constructively and fairly.

Management

- Ensuring that the vision and strategy are shared, development is planned, targets are set and results are evaluated.
- Assisting in the appointment and promotion of the best possible staff, in conjunction with legal requirements and school procedures and guidelines; deploying staff, maintaining staff performance and professional development through carefully designed and applied systems of performance review.
- Arranging proper programmes of staff induction and procedures for Newly Qualified Teachers.
- Maintaining at all times, staff discipline and professional standards; ensuring compliance with all legal requirements and regulations.

Communication

- Managing at all times effective and positive communication with pupils, staff, parents, prospective parents, Board of Governors and the wider community.
- Ensuring that the appearance of the department is always welcoming and that parents' needs and concerns are always given high priority.
- Marketing the school actively to potential parents to maximise pupil numbers.
- Cultivating excellent PR to celebrate the department's achievements, extend the range of its publicity, develop relationships with other schools and achieve the best possible partnership with the wider community.
- Dealing effectively and positively with any complaints with the overall aims of quality assurance and parental satisfaction.

Business management and development

- Responsible for the sound financial management of the department.
- Reporting regularly, accurately and fully to the Head Mistress and the Board of Governors; proposing developments which will further the department's material and educational success.
- Ensuring that the administration of the Preparatory Department is efficient, effective and responsive.

General duties

- The postholder shall perform in accordance with any directions which may reasonably be given to her 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.

Equal opportunities

The school has an equal opportunities policy, which is designed to ensure that all applicants for appointment with the school are treated equally and fairly, irrespective of gender or marital status, colour or race, disability, religious or political beliefs, trade union membership, or other factors such as age.

PERSON SPECIFICATION

Essential

The successful candidate will :

- Be a dynamic, confident, enthusiastic, inspirational leader and practitioner with drive and energy, who possesses Qualified Teacher Status and who is a graduate or equivalent.
- Possess a clear educational philosophy which is holistic and has the happiness of the child at its core.
- Have a passionate commitment to the academic, personal and social development of girls and understand the needs and concerns of the age group.
- Share the commitment of the School to safeguarding and promoting the welfare of children at all times.
- Possess a thorough knowledge of the primary curriculum, including the National Curriculum and see excellence in teaching and learning as being central to the life of the school.
- Have proven successful experience at a senior level in the primary sector and be knowledgeable of educational issues both in the maintained and independent sectors.
- Possess the capacity to excite curiosity and stimulate scholarship in the widest sense and be an outstanding classroom practitioner with the proven ability to inspire pupils.
- Demonstrate natural authority and leadership qualities, leading by example and commanding the respect of pupils, staff and parents.
- Show a commitment to sound principles of management through the establishment of clear standards and expectations, the use of performance management and effective delegation and time management.
- Have the ability to think strategically and to formulate, articulate and share a vision for the school, ensuring that it is understood and acted on effectively by all.
- Be able to translate the vision into agreed objectives and operational plans which will ensure quality in all aspects of provision.
- Be analytical, capable of independent research and adept in IT applications and a commitment to the use of IT and technologies to achieve excellence.
- Have appropriate self-confidence, and inspire confidence, whilst remaining considerate of the needs of others, with an ability to deal sensitively with the management of change and conflict resolution.
- Be able to market and represent the school effectively, through excellent communication to prospective and current parents and the wider community, including the media.
- Have undertaken in-service training including recent leadership training.
- Have a sense of humour and be of smart appearance.

Desirable

- Further professional/academic study.
- Leadership experience at head teacher level.
- Experience in a similar type of school.

- Experience in more than one school.

Job description and person specification

The job description and person specification are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.

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 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.
 - a completed childcare disqualification disclaimer form.
2. The closing date for receipt of applications is **12.00 noon on Thursday 29th June 2017**.
3. The first round of interviews will take place on Monday 3rd July 2017 at the School and successful candidates will be invited back on Wednesday 5th July 2017 for a second interview and to teach an observed lesson. The exact details will be discussed if candidates are successful at the formal interview stage.
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.