



MALVERN ST JAMES GIRLS' SCHOOL

HEAD OF DEPARTMENT



MALVERN ST JAMES LTD

Malvern St James is a leading independent boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our £4.4 million Sports Hall – opened in October 2008 – continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders opened September 2014 featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post including checks with pas employers and the DBS

Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



PERSON SPECIFICATION

Essential:

- good degree in subject (or closely related subject).
- Experience of teaching subject throughout the School including A level.
- Evidence of a range of teaching and learning strategies
- Ability to lead, inspire, empower, motivate and put people first
- Management experience in either an academic or pastoral role
- Capacity to lead a successful team of enthusiastic staff
- Ability to develop a stimulating, imaginative and intellectually challenging curriculum
- A good communicator and is keen to promote the department within and outside the School
- Good organisational and planning skills
- Ability to prioritise the workload of self and others and to work flexibly to tight deadlines
- Effective pastoral skills
- Be a team player and adaptable
- Commitment to safeguarding of children
- A positive attitude to self-development and own learning
- Be proficient in the use of IT in the classroom
- Commitment to organising trips and extra-curricular activities on a regular basis and a willingness to raise the profile of the department across all Key Stages.
- Commitment to girls' boarding and willingness to contribute to the evening and weekend programme as required.

Desirable

- A Teaching qualification
- Experience of teaching subject at A level

- An understanding of independent education and the boarding ethos.
- Experience of organising Trips and extra-curricular activities
- Evidence of a genuine passion for the subject including scholarly reading and/or being informed about current educational initiatives as relevant.

Accountability

The Head of Department is accountable to the Headmistress via the Deputy Head, the Director of Teaching and Learning on matters relating to curriculum, teaching and learning, and the Director of Pastoral Care on matters relating to pupil wellbeing and pastoral care, and to parents.

Responsible for: Members of the Department

Purpose of the Job

The Head of Department has responsibility for leading their Department throughout the School, in fostering a love of the subject at every level and promoting it within the School. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the curriculum.

The Head of Department will be expected to

- uphold the Teachers' Standards for their department
- support the visions, aims and objectives of the School
- be committed to the values and culture of the School, centred around its Boarding ethos
- be committed to the longer term development and promotion of the department
- lead and manage the department purposefully and efficiently
- promote outstanding teaching and inspire a love of learning within the department
- implement whole school policies within the department
- liaise with the Director of Teaching and Learning and the Senior Leadership Team in assessing the effectiveness of the School policies in relation to the department

Accountabilities (in addition to those required of a qualified teacher)

Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Head.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in department schemes of work and departmental plans.
- Take a role in testing and selection of candidates at 11+, 13+ and 16+.

Leadership and management of others

- Lead the department, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- Manage day to day requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
- Regularly review departmental policy and practice to ensure that they are used effectively and consistently, as well as share and develop ideas, including keeping departmental handbooks updated on an annual basis.
- Chair weekly departmental meetings and ensure that they are used effectively to review performance and to share and develop ideas for effective teaching and learning, including the sharing of good practice and maintaining excellent health and safety standards. Meetings

should regularly consider actions designed to meet the needs of girls with SEND, EAL or the More Able, as well as ensure Health and Safety compliance. Departmental meetings should be accurately recorded in minutes sent to the whole department, and also to the Academic Administrator for School central records.

- Attend all Heads of Department meetings, Academic Development Committee meetings and INSET as relevant, as well as promote the subject within the School.
- Adhere to the MSJ management policies and participate in arrangements, including those on new staff induction and probation, appraisal and CPD, to ensure effective performance review, support, training and development of colleagues within the department.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are MSJ specific or if drawn from generic sources, appropriately customised and continuously developed in collaboration with colleagues to promote innovation and best practice.
- Ensure that the departmental handbook is used regularly, and reviewed and modified annually to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the department, including the marking of pupils' work to ensure that a consistently high standard is maintained and School objectives and policies are adhered to.
- Keep up-to-date with developments in the teaching of the subject, examinations and education in general to ensure that best practice is adopted within the department.
- Ensure the department is effective in meeting the needs of all pupils, including those with SEND, EAL and the More Able and that practice within the department is consistent with school objectives.
- Contribute to the broader life of the School by supporting and leading curricular and extra-curricular events.
- Co-ordinating an educational visits programme and overseas departmental trips, working with the Educational Visits Co-ordinator.
- Monitoring and supporting the use of Firefly and MIS, including maintaining the departmental page on Firefly.
- Developing cross-curricular links with other Heads of Subjects and departments as appropriate.
- Liaising with the School's Preparatory Department and the transition to the Senior School.

Extra-curricular activities

- Actively promote enthusiasm for the subject outside the timetable, including lectures and clubs during the lunch hour and/or after school, and by leading and/or organising assemblies taken by subject ambassadors.
- Extend pupil learning through regular organisation of trips and activities to increase their enjoyment of and appreciation of the subject at all key stages.
- Ensure national and local events and competitions associated with the subject are celebrated and promoted.

Marketing and external links, including public occasions

- Actively promote the department within the School community to encourage pupils' interest in the subject area.

- Contribute to the positive promotion and marketing of the School in the local and wider community, including through the department pages on the portal and external website.
- Lead the department's contribution to marketing events and external links.

Management of resources

- Monitor and control the department's allocated budget in line with School policies.
- Identify future resourcing needs and aspirations for the department, keeping the SMT informed.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.

Monitoring, evaluation & assessment

- Ensure that within the department individual pupil progress is regularly assessed, centrally recorded both in the teacher mark book and centrally on the network for topic tests, and used to inform teaching.
- Use relevant performance and benchmarked data, and moderate regular year group topic and examination assessments, to ensure that high standards of learning are achieved and maintained.

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development.
- Work with the Senior Leadership Team to support whole school inset provision.

General requirements

All staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Support and contribute to the school's responsibility for safeguarding students.
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Show commitment to girls' boarding and a willingness to contribute to the evening and weekend programme as required.
- i. Adhere to policies as set out in the Staff Handbook

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



Benefits of Working at Malvern St James Girls' School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all Staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale which is currently 3% above the National Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time. Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Annual Leave - Support Staff

Full time Staff will be entitled to 25 days annual leave in addition to Bank Holidays. A pro rata calculation is provided for Part time Staff.

Leave - Teaching Staff

Teaching Staff are entitled to longer holidays than the maintained sector to allow for proper rest and time for planning and preparation of resources together with other requirements relating to the Academic Year.

Professional Development

A commitment to professional development is important and Staff are acknowledged for their commitment, skills and personal qualities through which the continuing success of Malvern St James is maintained.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Childcare Voucher Scheme

The *KiddiVouchers Childcare Voucher Scheme* allows all Staff to save money through a salary sacrifice scheme, which provides tax-free childcare benefits.

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham.

