

The Manchester Grammar School



Head of Junior School

Information Pack

Completed applications should be emailed to recruitment@mgs.org

Deadline for applications: 09:00 on Monday 3 February 2020

Head of Junior School

The role

We are seeking to appoint, from 1 January 2021, an outstanding individual to lead one of the country's most successful, vibrant and innovative Junior Schools.

We are looking for a suitably qualified and experienced person who is creative-thinking, possesses the ability to inspire their team, and is able to see ideas through to successful completion.

The vacancy arises following the retirement of Linda Hamilton, the founding Head of the Junior School, after twelve years of outstanding leadership.

The Head of Junior School reports to the High Master. The post-holder takes the lead on all aspects of the Junior School, but also contributes to, and benefits from the support of, MGS's senior leadership team.

The Junior School

The Junior School is comprised of more than 230 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 innovative, 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. Senior School specialists contribute to the curriculum in some subjects in Years 5 and 6, teaching challenging enrichment lessons.

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

The Junior School has a large team of staff, which includes two Deputy Heads, twelve classroom teachers (one of whom is an Assistant Head), seven teaching assistants and two secretaries; in addition, there are specialist Heads of Junior School Music and Sport, and a Junior School lead assessor working in the Admissions department.

Job description

Whilst this job description gives an indication of the range of responsibilities, it should not be regarded as definitive and may be subject to change, in consultation with the post-holder.

Teaching and Learning

- Take overall responsibility for all aspects of the curriculum, including its creation, implementation, monitoring and on-going development.
- Take the lead on all curricular working parties.
- Delegate specific subjects to co-ordinators and provide appropriate, in-house training.
- Ensure the quality of teaching and learning, including via work scrutiny, planning evaluation and lesson observations.
- Ensure that the quality of assessment is robust and effective.
- Oversee academic tracking throughout the Junior School, ensuring that all pupils make good progress.
- Liaise with the Director of Studies to track Junior School pupils' progress throughout the Senior School.
- Oversee an active co-curricular programme, with effective tracking.
- Ensuring a smooth transition for Junior School pupils into the Senior School, by working closely with Head of Lower School.
- Play a leading role in the recruitment process for Junior School Staff.
- Play a part, as and when required, in the recruitment process for Senior School staff.

Communication

- Ensure that strong, positive and professional relationships are maintained with parents, including through effective reporting, parents' evenings, social events and weekly events.
- Monitor pro-actively the MGS Junior School experience, via regular discussion with pupils and parents.
- Attend Parents' Society meetings and events.
- Lead staff meetings and briefings.

Management

- Strategic planning for Junior School.
- Provide an annual development plan for the Junior School, to be shared with all Junior School staff, the High Master and Governors.
- Ensure that a clear management structure is maintained within the Junior School.
- Carry out effective annual performance reviews for all Junior School teachers.
- Ensure the on-going professional development of all Junior School teaching staff.

- Provide effective feedback to staff.
- Deal with any staff welfare issues.
- Oversee an effective induction process for Junior School staff, in liaison with the Assistant Head (Induction).
- Lead on all Junior School outreach initiatives, developing links with other schools and organising events for teachers and pupils.
- Oversee the day-to-day running of the Junior School.
- Handle any parental concerns effectively and in a timely manner, in accordance with the School's complaints procedure.
- Maintain an overview of Junior School buildings, ensuring that they remain a pleasant, stimulating and safe environment.
- Contribute to the work of The Manchester Grammar School's senior leadership team, supporting other members of the team.
- Sit on all relevant whole-school committees.
- Ensure that a supportive, collaborative relationship with Senior School staff is maintained at all levels, and that the Junior School is seen as an intrinsic part of the whole school.
- Sit as a member of the board of New Islington Free School.
- Take the lead in the Junior School Admissions process, making final decisions with the High Master.
- Take the lead in marketing the Junior School, in liaison with the Director of Communications.
- Produce and monitor the annual budget.
- Ensure that the Junior School is always inspection-ready.

Pastoral

- Oversee the pastoral care of all Junior School pupils.
- Maintain Level 3 safeguarding training, taking the lead on dealing with serious safeguarding and child protection issues, in liaison with MGS's Pastoral Deputy Head.
- Maintain effective, positive behaviour from all boys.
- Work with parents experiencing difficulties with pupils at home.

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.

In 2018 The Manchester Grammar School was the Sunday Times Schools Guide Northwest Independent School of the Year.

In its last inspection in 2019, ISI judged the School excellent in all areas. The inspection team found that 'the progress made by pupils is exceptional, even when considered in the light of their high ability on entry'. Applicants are invited to read the full inspection report, which is available on our website.

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 almost 1600 pupils 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 pupils 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.

The Manchester Grammar School has its own generous salary scale, and pays significantly above main scale rates.

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.

Some numbers may best illustrate what we offer. We have over 150 clubs and societies, 95 representative sports teams and 40 different sports. We have 24 musical groups with 280 participants, and typically a dozen drama productions each year.

Every year 250 pupils go on four week-long camps and we have overseas treks; 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.

In 2018 *School Sport* magazine named Manchester Grammar School as the best school for sport in the North of England, and placed the School in the top five schools nationally.

Visit our website to find out more.

Our facilities

Facilities are excellent. Recent developments have included the construction of a sports hall, international-standard hockey astro-turf and tennis courts, and the purchase of a Steinway Model D grand piano for the Memorial Hall. We have an exceptionally equipped theatre and drama studios and award-winning Junior School buildings.

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.

How to apply

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. The closing date is 9.00am on Monday 3 February, 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 7 February should assume that they have not been shortlisted for interview.

January 2020