**ERSKINE STEWART'S MELVILLE SCHOOLS’**

## GOVERNING COUNCIL

**STEWART'S MELVILLE COLLEGE**



**APPOINTMENT OF**

##### HEAD OF ECONOMICS AND

##### BUSINESS STUDIES

**THE SCHOOL**

Stewart's Melville College is the result of a merger in 1972 between Melville College, founded in 1832, and Daniel Stewart's College, founded in 1855. Since 1989 the Royal Company of Merchants of the City of Edinburgh, which had administered Daniel Stewart's from its foundation, has delegated powers to the Erskine Stewart's Melville Schools’ Governing Council.

Stewart's Melville College is a school for boys aged 12 - 18. There are approximately 760 boys, of whom about 25 are boarders. The School enjoys an excellent academic reputation and prides itself on the range of musical, dramatic and other extra-curricular opportunities offered to its boys. The playing fields and Pavilion at Inverleith underpin a fine tradition in rugby and cricket and boys also have access to the hockey pitches and other sporting facilities at The Mary Erskine School.

Since 1978 the school has been twinned with **The Mary Erskine School**. Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the **ESMS Junior School**. Senior school boys and girls come together in orchestras, choirs, dramas and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has been a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

Stewart’s Melville College was inspected by Her Majesty’s Inspectorate in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year in 2013.

The Erskine Stewart’s Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart’s Melville College or The Mary Erskine School.

**BUILDINGS**

The School surrounds the majestic buildings designed by David Rhind for Daniel Stewart's College in 1855. Most of the other buildings are relatively modern and facilities have been notably enhanced during the past decade. The Sixth Form Centre and Swimming Pool were completed in 1999, The Tom Fleming Centre for the Performing Arts was created in 2007, a floodlit hockey and football all-weather facility and the Hockey Pavilion were opened in 2010, and the Dining Hall and Lecture Theatre have been renovated in recent years along with all academic departments which are now fully equipped with interactive boards and wi-fi. The Music facilities have been recently extended to include a recital room and The Dean, adjacent to the campus, has been purchased and converted into another performance and conference space.

**CURRICULUM**

The Erskine Stewart’s Melville Schools are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

The school follows its own curriculum prior to examination years. The Curriculum for Excellence is not followed. Boys generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for boys to sit a combination of eight subjects at National 5 and to proceed to Higher courses in S5. The majority will return for a final year in the Sixth Form, with the vast majority taking Advanced Highers. ‘A’ Levels are offered in Art, Music and Product Design.

**TEACHERS**

There are approximately 80 teachers at the school. They rely on an excellent team of support staff, whose high standards contribute greatly to the quality of the school.

**PROFESSIONAL REVIEW AND DEVELOPMENT**

All teaching and support staff participate in a three-year cycle of professional review.

**EXTRA CURRICULAR ACTIVITIES**

Teachers are expected to play a full and active part in the extra-curricular life of the school. The ability to contribute to the Games programme (particularly hockey), the Combined Cadet Force (particularly the RAF section) and the Duke of Edinburgh Award would be most welcome.

**THE DEPARTMENT**

The Economics and Business Studies Department consists of 2 full-time members of staff. Subjects currently taught are Economics at National 5, Higher and Advanced Higher, and Business Management at National 5 in S5 and Higher in S6. Higher Economics and Business Management in S6 are taught in conjunction with The Mary Erskine School. There are 2 classrooms, both of which are equipped with Promethean ActivPanels. Staff are provided with a personal laptop for teaching purposes.

The person appointed is likely to be a well-qualified economist with high academic standards, committed to the teaching of Economics and Business Management throughout the upper part of the secondary school. The department has a strong record of academic excellence.

The aims of the department are as follows:

* to offer the highest possible quality of teaching and learning, in a supportive, well-resourced and pleasant working environment.
* to ensure that all pupils achieve their full potential by setting challenging yet achievable targets appropriate to their ability.
* to promote economic and financial awareness amongst all pupils.
* to enhance pupils' knowledge and understanding of business, entrepreneurship and finance, and to develop the transferable skills essential for pupils’ future success: problem-solving, team-working and decision-making, in conjunction with literacy, numeracy and presentation skills.
* to sustain a strong commitment to the study and teaching of Economics and Business Management.
* to keep abreast of developments in economic theory and of contemporary issues.
* to incorporate new developments and technology into lessons and to enhance the learning experiences of all pupils.
* to forge strong links with the business community in order to provide visiting speakers and other relevant education-industry links for pupils.

**THE POST**

The Head of Department is responsible for leading and managing the department to promote the aims outlined above. He/she will be able to teach pupils across the full range of ages and subjects. It would be a distinct advantage to be experienced in teaching Advanced Higher or ‘A’ Level Economics. The person appointed will be expected to maintain and further develop links with businesses and other organisations to enhance learning and enthusiasm for the subjects.

Specific duties include:

* to lead, co-ordinate and allocate the work of the department.
* to set, monitor and review departmental targets in line with the school Development Plan.
* to plan, develop and evaluate the Economics and Business Management programmes of study and to organise the preparation of appropriate resources for all stages and subjects.
* to define policies and plan strategies to promote effective, lively teaching to pupils throughout the ability range.
* to monitor pupil performance and liaise with guidance and Support for Learning staff as appropriate.
* to incorporate enterprise initiatives into the curriculum as appropriate.
* to ensure that the setting, production and marking of internal examinations are undertaken to high standards of quality assurance.
* to create and administer the departmental budget.
* to hold and record regular Departmental meetings.
* to attend Heads of Department meetings.
* to encourage and lead co-curricular activities associated with the Department.

The generic job description for Heads of Department at Stewart’s Melville College is appended.

**REMUNERATION AND OTHER CONSIDERATIONS**

Remuneration will be on the school’s own scale, which is above that paid in the State Sector, and is dependent on qualifications and experience. All teachers are entitled, in term time, to school lunch, free of charge, in return for supervisory duties.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

**FEE CONCESSION**

Teachers with children at the Erskine Stewart’s Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

**APPOINTMENT PROCEDURES**

Applications should be in the form of a letter, addressed to the Principal, and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They should be sent by email to recruitment@esms.org.uk or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

**The closing date is 12 noon on Thursday 20 February 2020.**