

**POST OF TEACHER OF PHYSICAL  
EDUCATION (Maternity Cover)  
FULL TIME - From February 2020  
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 145 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 242 girls in the Preparatory Department and 693 in the senior school, including 154 in the Sixth Form.

### **The Curriculum and Timetable**

Upon entry, girls are placed in one of four parallel form groups in which they are taught for most subjects, although setting is implemented in some subjects. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A-Level. In 2019, at GCSE, 72% of all grades were 7 or above and the pass rate (grade 4 and above) was 99.5%. At A-level, the subject entry pass rate was 100% and 91% of all grades were A\*, A or B.

The School offers a wide choice of subjects at 'A' level and GCSE, with over 20 subjects offered at each level. Girls take the equivalent of 9 or 10 GCSEs and, currently in the Senior Sixth 3 or 4 A-level subjects. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge.

### **Pastoral Support, Care and Guidance**

Highly effective systems of student support have been established where the roles of the Form Tutor and Heads of Year are pivotal. The work of the pastoral team is greatly enhanced by the School Nurses and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form Studies, a Learning Support Co-ordinator, Well Being Co-ordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care) and the Heads of Year is provided by the Pastoral Secretaries.

### **Current staffing**

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, Bursar, two Assistant Heads and 75 teachers (51 full-time and 24 part-time). The Preparatory Department is led by the Head of the Department, who is responsible to the Head Mistress, with 16 teachers (15 full-time and 1 part-time) and 9 teaching assistants. The Deputy Heads, the Bursar, the Assistant Heads, the Head of the Preparatory Department and the Development & Marketing Director form a Senior Leadership Team working closely with the Head Mistress. 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 theatre visits and field trips which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the School's performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

### **Accommodation**

In the last fifteen 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 students 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.

### **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.

A strategic development plan which runs from 2019-2022 is in place. The School is continuing to work to maintain a culture in which learning is pre-eminent and in which change is welcomed in the pursuit of improvement.

## **THE PHYSICAL EDUCATION DEPARTMENT**

The Physical Education Department provides sporting activities, both individual and team, which form a vital part of a girl's education. In the early years girls follow the major sports and games, whilst in the senior years a wider variety of activities are offered to continue the encouragement of exercise as an integral part of a healthy lifestyle. We offer Scholarships for both dance and sport at the start of Year 7.

### **Staffing**

The successful applicant will teach throughout the age range from Key Stage 1 to Key Stage 5 and will join a well-qualified and highly effective department who have great drive and ambition. There are five full-time teachers and one part-time teacher within the department amongst whom sharing of good practice and resources is encouraged.

### **Facilities**

The facilities include a floodlit Astroturf hockey pitch, which accommodates 12 tennis courts in summer, 4 netball courts, 2 of which are floodlit, and an indoor swimming pool. These facilities are in addition to our state-of-the-art sports hall with climbing wall, a fitness suite, a dance studio, and a department office and work area.

### **Curriculum**

Throughout Key Stage 3 the main activities are hockey, netball, gymnastics, health related exercise, swimming, dance, tennis, athletics and rounders. At Key Stage 4 breadth is added to the curriculum by offering activities such as badminton, volleyball, table tennis, basketball, trampolining, rock climbing, tag rugby, handball and the opportunity to undertake the Sports Leadership Awards. In Year 10 students can opt to take GCSE PE and Dance, and A-Level PE is also offered. All students have two or three lessons of PE each week

In Reception, Years 1 and 2, there are approximately 16-20 girls in each class, and in Years 3 to 6 there are between 18 and 22 girls in each class; these groups are not split into sets. In Key Stage 3, the students are taught in their form groups for the first term of Year 7 and are then split into ability groupings, so class sizes are about 27 students. In Years 10 and Year 11, all students continue with 2 or 3 lessons each week but have a greater choice of activities, e.g. basketball, and trampolining are added as options, with class sizes of approximately 22.

GCSE PE is an option for pupils in Years 10 and 11. We follow the AQA course and have three 50-minute lessons each week. AQA GCSE Dance is also available as an "additional" GCSE, within PE lessons in Key Stage 4, and this is a popular choice. The Sports Leadership Award is very successful, with 96 Year 10 girls enrolled this year.

In the sixth form, students opt into PE lessons during an afternoon session. A wide variety of activities is available according to demand. In addition, A-level PE is available as a subject choice. We follow the AQA course and have six 50-minute lessons per week.

### **Curriculum Enhancement and Extra-curricular Activities**

The department encourages girls to take part in PE outside normal lessons. There is a varied and interesting programme of activities available to the girls, including gymnastics, dance, hockey, rock climbing, trampolining, cricket, football, badminton, handball, netball, water polo, athletics, swimming, fitness training, tennis and rounders. Girls participate in these activities at all levels, from recreational to elite.

There is an extensive fixture list with some inter-school matches played on Saturday mornings as well as mid-week. Many girls are involved in teams throughout the 7-18 age range and take part in national competitions, leagues and county tournaments throughout the year. Manchester High

students are currently competing at national, regional and county area level in netball, hockey, swimming, water polo, football, cycling, synchronised swimming and tennis.

## **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 TEACHER OF PHYSICAL EDUCATION (MATERNITY COVER)

<b>Post:</b>	The appointment is from February 2020
<b>Responsible to:</b>	The post holder will be directly responsible to the Director of Sport.
<b>Salary Grade:</b>	National Pay Scale for teachers + MHSG allowance of £1000 per year. MHSG UPS payments are paid to those fulfilling the criteria.

### PURPOSE OF APPOINTMENT

The appointment is to provide cover for a maternity leave, from February 2020. We are looking for someone with drive and ambition, able to contribute positively to the PE department throughout the School. The successful candidate will need to demonstrate excellent knowledge in the breakdown of skills to make learning accessible to all pupils, an ability to make learning fun and enjoyable, excellent class management and highly developed communication skills to work with the whole School community. There is a strong ethos in extra-curricular activities and the successful candidate will be expected to play a role in this provision. The ability to teach GCSE and A-level PE would be an advantage.

### KEY RESPONSIBILITIES

#### Teaching and Learning

1. To plan and prepare lessons for students according to their age and aptitude including the setting and marking of work according to the school's teaching and learning policy.
2. To assess, record and report on the development, progress and attainment of students in accordance with school policies.
3. To participate in arrangements for preparing students for both internal and public examinations and in assessing students for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
4. To communicate, consult and, where appropriate, co-operate with parents and other persons outside the School.
5. To contribute to oral and written assessments, reports and references relating to individuals or groups of students.

#### Administration and Supervision

1. To co-operate with the Director of Sport and carry out any reasonable duties at her request and to advise on resources.
2. To maintain good order and discipline among the students of the School and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
3. To participate in meetings at the School, or externally, which relate to the curriculum for the school or the administration or organisation of the School including pastoral arrangements.
4. To supervise and, so far as practicable, teach for a reasonable length of time any students whose teacher is not available to teach them.

#### Pastoral Support and Guidance

1. To act as a Form Tutor, including delivering the Well Being programme.
2. To provide a stable framework for girls within the particular tutor group and to help them relate to the rest of the school community.
3. To monitor the academic progress and pastoral welfare of each girl in the form, initiating appropriate action where necessary.
4. To act as a point of reference between parents and staff who teach those in the tutor group.

### **Professional Development**

1. To participate in the system of Professional Review and Development.
2. To review methods of teaching and participate in arrangements for further training and professional development as a teacher.
3. To keep up to date with ICT developments to a level that enables a teacher to carry out their responsibilities effectively.

### **General Duties**

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.

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Honours graduate
- Qualified teacher status
- Knowledge of the National Curriculum requirements across all Key Stages for PE
- An enthusiasm for the subject and the ability to communicate this successfully to colleagues and students
- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times
- Excellent organisational and administrative skills
- An excellent classroom practitioner with a creative and imaginative approach to teaching and learning
- Knowledge of current health and safety practices applicable to the teaching of PE particularly risk assessments for practical lessons.
- Exceptionally well-developed inter-personal skills
- The ability to work calmly under pressure and to relate to a wide range of people within the School
- A willingness to contribute to the School as a whole and in particular to extra-curricular activities, including evenings and Saturday mornings
- Ability to think and plan strategically
- Rigorously professional in all respects
- Smart appearance
- A can do attitude

*Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times.*

### **Desirable Criteria**

- Experience of teaching PE across the whole age range, including primary, Key Stage 3 and GCSE and/or A-level
- Ability to teach A-level PE
- Experience of coaching netball teams
- The ability to motivate and extend talented students to achieve elite levels
- First aid qualification

## ADDITIONAL INFORMATION

### Salary and Other Benefits

- There is a 50% discount on school fees for the daughters of full-time members of staff. For part-time staff, the discount is pro-rata
- 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.
- We offer an Employee Assistance Programme alongside a number of free staff wellbeing initiatives.
- We offer free on-site parking.

### 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 2018. 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](http://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](mailto: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.
2. The closing date for receipt of applications is **9.00am on 11<sup>th</sup> November 2019**. Interviews will take place in the week commencing **18<sup>th</sup> November 2019**.
3. 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.
4. Shortlisted candidates will be asked to prepare to teach a lesson. The exact details will be discussed with candidates invited to interview.