

**PART-TIME TEMPORARY TEACHER OF BIOLOGY
(maternity cover)
APPROX 0.6 FTE
REQUIRED FROM SEPTEMBER 2020
INFORMATION FOR APPLICANTS**



**Grangethorpe Road, Manchester M14 6HS
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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 thousands of 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 and educational quality inspection of Manchester High School for Girls in November 2019. The School was found to be fully compliant with all of the regulatory requirements and achieved the highest possible rating of "excellent".

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.

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 Biology Department

The successful applicant will join a highly effective departmental team. The Biology Department comprises 6 members of teaching staff (3 full time and 3 part-time) and one technician. Almost all teaching is done in purpose built laboratories and the department has access to three specialist Biology laboratories and a Biology preparation room. All teaching staff are experienced in delivering Biology at a high level across the 11-18 age range. All girls study Biology up the end of Year 11 and a large number study A-level Biology in the 6th Form. Practical work is an integral part of the study of Biology throughout the school and the Department implements a scheme of practical work that enables girls to learn valuable skills in Years 7 and 8 and then to fulfil the essential practical skills and requirements stipulated in the new GCSE and A-level specifications.

There is a high degree of co-operation and teamwork in the day-to-day running of the department, but individual differences and strengths in the team are encouraged. Colleagues are given opportunities to teach in ways most suited to them, within the framework of the agreed departmental Statement of Aims and Objectives and the current Schemes of Work. The department is keen, however, to offer a variety of approaches and activities within the classroom, placing particular emphasis upon independent learning and student participation. Consistency and flexibility are considered particular strengths of the department.

Core textbooks or online resources are available to every student. Pupils are encouraged to use our well-stocked library and the internet for further reference material. Staff are encouraged to develop their own teaching materials and to share successful resources and tests with other members of the department.

In Years 7, 8 and 9 girls are taught in groups of around 20. Each group has one period of Biology per week in the first two years. In Year 9, pupils have two science lessons per week, and rotate between short courses of Biology, Chemistry and Physics lessons. At the end of Year 9, pupils choose either to study Biology as a single GCSE alongside Chemistry and Physics or as part of a combined science programme. At present two-thirds of the girls choose to study the three separate sciences. The number of girls choosing to study Biology in the Sixth Form has shown Biology to be one of the most popular A-level subjects. Fifty to sixty girls in Year 12 study Biology each year, with thirty-five to fifty girls opting to carry the subject on in Year 13.

Accommodation

Each member of the department has their own working space in a shared office close to the Biology teaching laboratories, with IT resources available and a varied choice of useful reference books. The department has 3 dedicated Biology laboratories and a preparation room which acts as a base for the laboratory technician. The atmosphere in the department is bright and cheerful and the Biology area is decorated with a wide variety of posters and pupils' work. The laboratories have recently been fully refurbished and all of them are equipped with interactive whiteboards. The department is well provided with basic apparatus for both pupil and teacher use and new experiments and demonstrations are being developed continually.

Curriculum

Naturally emphasis is placed upon the achievement of high academic standards. This is borne out in our excellent GCSE and Advanced level results. In 2019, 98% of students achieved grade C or above at A-level and 68% achieved A* or A. At GCSE level, 83% of students achieved grade 7-9.

Syllabus details

GCSE: AQA Biology 8461
 AQA Combined Science Trilogy 8464

Sixth Form: AQA A-level 7402

Curriculum Enhancement and Extra-curricular Activities

The department is committed to playing a significant role in the extra-curricular life of the school and to broadening the experiences of the students. Enhancement includes:

A visit to Chester Zoo for Year 7 girls

A Biology clinic that operates on a formal basis every week.

A weekly dissection club for Senior Sixth students, which arose out of an interest expressed by the girls to learn more about mammalian anatomy.

The department strives to create an enjoyable, purposeful learning environment, and all staff are actively involved in helping girls overcome any negative conceptions they may have about the subject and provide positive role models for them.

The Future

Departmental strategic planning has recently included the implementation of the new A-level and GCSE specifications, and an overhaul of the Key Stage 3 Schemes of Work. Teaching resources and the department's site on the school intranet are currently being developed to encourage independent learning.

The Department has a history of success in placing girls on Medical and Biology related courses at universities throughout the country; last year eighteen students went on to study medicine. Other students used their Biology A-level to help them to secure university places in the subject of their choice, ranging from Marine Biology to English and Philosophy. A successful candidate would be expected to play a role in continuing, and building on, these recent successes.

THE POST, JOB DESCRIPTION AND PERSON SPECIFICATION

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| Responsible to: | The post holder will be directly responsible to the Head of Biology |
| Post: | Part time temporary Teacher of Biology (maternity cover) - approx. 0.6 FTE |
| Salary Grade: | National Pay Scale for teachers + MHSG allowance of £1000 per year. MHSG UPS payments are paid to those fulfilling the criteria. |
| Required from: | September 2020 |

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, cooperate 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 Head of Department and carry out any reasonable duties at her/his 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 carry out tutor administrative duties on behalf of the School.
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 the group
5. To deliver the Well Being programme.

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

A teacher shall perform in accordance with any directions which may reasonably be given to her/him 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.

PERSON SPECIFICATION

Essential Criteria

- Honours graduate
- Qualified teacher status
- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times
- Knowledge of the National Curriculum requirements in KS3 and KS4 (Biology)
- Ability to teach GCSE and A-level (Biology)
- An enthusiasm for the subject and the ability to communicate this successfully to colleagues and students
- 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 Biology teaching, 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
- Rigorously professional in all respects
- The ability to think and plan strategically
- A sense of humour
- Smart appearance

Desirable Criteria

- Experience of teaching A-level
- Experience of teaching KS3 and GCSE

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**, is regularly updated and has a wide range of additional information, including the full ISI Regulatory Compliance and Educational Quality Inspection report from November 2019.

ARRANGEMENTS FOR APPLICANTS

- I. 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.
2. The closing date for receipt of applications is **9.00am on Tuesday 18th February 2020.**
3. Interviews will take place during the week commencing **Monday 24th February 2020.**
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.