



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

### Head of Junior School English

To start September 2024

Closing Date:

Midday, Wednesday 17<sup>th</sup> April  
2024

Interviews:

Week beginning Monday 22<sup>nd</sup>  
April 2024





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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular



pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

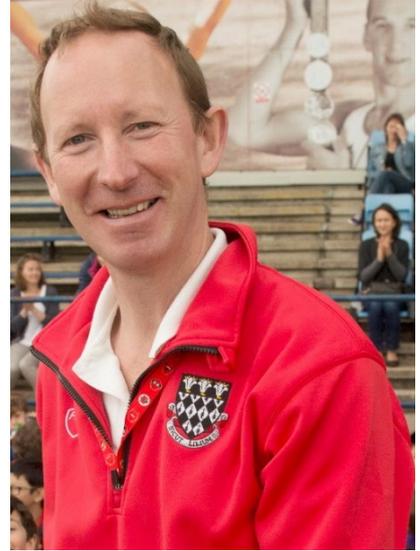
*H. C. Pike*



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## Introduction from the Head of the Junior School, Tim Skipwith

The Junior School is a remarkable corner of Magdalen College School. We are housed in School House, a stunning Victorian building overlooking the Rose Garden and Cherwell River. This offers us immediate access to the Senior School facilities whilst retaining our own independence for the younger boys; we are blessed here to be essentially two schools with one heart. We are selective from the outset with a view that any boy joining us should leave the school after completing their 6<sup>th</sup> Form. All of our boys sit the 11+ and it is rare for a child not to progress at that stage; indeed, many gain a significant number of awards at this transition point.



Our boys are vibrant, lively and have an inherent “can do” approach. There is a wonderfully warm atmosphere in School House and at the heart of this is simply the nature of the boys. They are kind and emotionally articulate, and this forms an underlying camaraderie of mutual support and respect. They are also bright, academically ambitious learners, which makes teaching here exciting and dynamic. We have a particularly cohesive team of staff who work closely to offer an outstanding provision for our boys. Staff genuinely share a passion for developing every aspect of our children; we also feel that a significant part of this should be fun for all involved. We work very closely with our parent body and events such as the Family Supper and the J1 Family Sleepover reflect how important we feel these links are.

We are nothing if not busy here and a brief look at our [website](#) including the recent [Views from the Bridge](#) will give you an impression of our school.

Thank you for your interest.

A handwritten signature in black ink, which appears to read 'Tim Skipwith'. The signature is stylized and cursive.



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## The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 970 pupils, boys 7-18 and Sixth Form Girls, and 350 staff who learn and work on the school's central Oxford site.

## The Junior School

The Junior School, for boys aged 7-11, is a happy and highly successful part of one of the country's leading independent day schools. It currently has 138 pupils in eight forms. The intimate size of the Junior School helps to create a family-like atmosphere, where boys demonstrate a spirit of respect and tolerance. We aim to provide an education which enables each boy to acquire an independent and searching mind, to develop a broad range of extra-curricular interests, and to take pleasure in the life of ideas. Key dispositions such as kindness, perseverance, resilience and teamwork underpin all aspects of Junior School life.

Whilst following the broad outline of the National Curriculum, we seek to enrich and extend boys' interest and achievement in a variety of subject areas. Specialist staff and facilities help boys to reach their potential. Entry is now predominantly at 7+ starting





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with two small classes to which we add at 8+ and 9+. Boys take the school's 11+ tests and almost all pupils move on to the Senior School.



One of the many strengths of the school is the level of pastoral care. This is provided primarily by the form tutor, who is the first

point of contact for boys and parents. Each boy is also in one of six houses in the Junior School: regular opportunities to meet and take part in house events enable boys to work together with pupils from different year groups. The Junior School Council, with representatives from each form, has an important role to play in the running of the Junior School.

From J1 (Year 3) boys are coached with specialist staff to perform to a high standard in a range of sports including rugby, hockey, cricket, tennis, athletics and football. The school's enviable sports grounds are augmented by the use of university facilities, including the Iffley Road athletics track and Rosenblatt swimming pool. Regular fixtures with independent and primary schools occur, and tours have taken boys to schools and clubs around the country.



Most boys in the Junior School learn at least one musical instrument, with an impressive variety on offer. Concerts range from regular informal events to performances in the Jacqueline du Pré Music Building, the Sheldonian Theatre and Magdalen College Chapel. The annual House Music event includes opportunities for parents and



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grandparents to join the boys. There is also a wide range of chamber ensembles and Junior School choirs with our yearly Grand Concert involving all our boys. The 16 boy choristers of Magdalen College Choir are educated at MCS, with the School and College working together closely to manage the boys' commitments. Pupils also take part in art workshops and visit galleries. Recent plays and musicals produced include *Charlie and the Chocolate Factory*, *The Lion King* and our J4 play *Porridge* performed at the Pegasus Theatre.

Thursday afternoon is Activities Afternoon; activities range from animation to forest school and public speaking to sewing. Strategy games run alongside chess and each year group has the opportunity to put on an annual drama production. The Activities Afternoon is in addition to the suite of lunchtime and after school clubs. Chess remains very popular amongst the pupils, and is played to an exceptionally high standard. Teams regularly win county and national events, and a number of boys go on to represent their country. Tours run in each age group, and the length of these increases as boys progress up the school.



## The Role

The School is seeking to appoint a Head of Junior School English from 1<sup>st</sup> September 2024 to lead the teaching of English the Junior School, and teach a timetable mostly English throughout the Junior School. The role is likely to include acting as form tutor to a Year 5 (J3) or Year 6 (J4) group. The role would be suitable for an experienced teacher, an Early Career Teacher (ECT), or someone without a teaching qualification who might be interested in pursuing the School's Waynflete Teaching Certificate, which can lead to Qualified Teacher Status (QTS).



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## The Candidate

The successful candidate will:

- be a well-qualified graduate, ideally in English or a related subject;
- lead the teaching and promotion of English within the Junior School
- develop engaging schemes of work for teaching English to bright boys
- liaise with the Head of English in the Senior School
- show clear enthusiasm for teaching English to pupils in the Junior School (Years 3-6);
- plan and prepare lessons that cater for young, bright minds, and celebrate their strengths to encourage a welcoming, positive and valued learning environment;
- teach in an engaging manner in a highly successful Junior School;
- have a clear understanding of how to provide the platforms for each individual child to reach their potential;
- work closely with the Head and Deputy Heads of the Junior School to prepare pupils for senior school admissions tests in English;
- support the progress of all pupils in the Junior School by taking a role in support, enrichment and partnerships sessions;
- set clear expectations for pupil behaviour within an encouraging classroom environment;
- take a keen interest in the welfare of all Junior School pupils and oversee the pastoral wellbeing of boys throughout each day;
- act as the pastoral tutor to a Junior School form, likely Year 5 or Year 6;
- show clear commitment to safeguarding children;





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- have a positive, cheerful and caring attitude, with a willingness to become involved in all aspects of life in our busy Junior School, such as games, music, drama, activities and trips;
- have excellent written and spoken communication skills;
- have sound IT skills;
- have the ability to work collaboratively and effectively as part of a wider team;
- display a high level of attention to detail;
- work hard to support pupil progress;
- be willing to take part in continuing professional development;
- respond positively to feedback.

The Junior School Head of English will report to the Head of Junior School, and ultimately to the Master.

### Application Process

Candidates should submit the following two documents to the HR Administrator, Miss Yelena Molcanova ([recruitment@mcsoxford.org](mailto:recruitment@mcsoxford.org)), which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [Click here](#).

1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than **Wednesday 17<sup>th</sup> April, at midday**; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.



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**References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

We anticipate holding interviews in week beginning Monday 22nd April, which will include a taught lesson. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview. We reserve the right to interview and appoint before the above dates

### Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

### Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school’s pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated activity and will require a children’s barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.





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## Remuneration and other benefits

MCS currently has its own salary scale, and salaries are more generous than those in the maintained sector; there is also a relocation allowance on a sliding scale, by agreement with the Master and Bursar, and dependent on current location. The school also operates a cycle to work scheme, and travel loans are available. MCS offers teaching staff a choice of pension arrangements; a Defined Contribution scheme with an employer contribution of 23.68% or the Teachers' Pension Scheme with a salary sacrifice arrangement. Staff may move between the two schemes as suits their needs. The Master will discuss the pension with any offer of appointment.



The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga,

Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. There is also a quiet room located close to the SCR where staff can work and study. Tea and Coffee are served in the SCR at morning



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break, Lunch is provided in the Dining Hall, and cakes and cut fruit are available in the SCR at the end of the school day. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.

Head to [mcsoxford.org/vacancies](http://mcsoxford.org/vacancies) to find out more.

## Professional Development

The school places a significant emphasis on the professional development of all staff. A half termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching & Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate



discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques. There is also a programme of Learning Lunches each term for colleagues to share good practice. Colleagues who have been teaching for more than seven years (including a minimum of three years' service at MCS) may make an application for study leave for the second half of the Trinity term.



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## Waynflete Teaching Certificate

The School aims to offer teaching staff joining the school without a teaching qualification (UQTs) the opportunity to develop their teaching craft and reflect on their professional practice through a structured programme of training and support. For such colleagues, the school offers the Waynflete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.

## Additional Information

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the term preceding their arrival to the Usher (Senior Deputy Head) for a parking space.

If you have any questions or require additional information, please contact the HR office: 01865 253401.

