



Deputy Head (Academic)

Information Pack

Completed applications should be emailed to recruitment@mgs.org

Deadline for applications: 09:00 on Monday 20 January 2020

Deputy Head (Academic)

The role

We are seeking to appoint an outstanding, suitably qualified and experienced professional to this key senior leadership position, from 1 September 2020.

The Deputy Head (Academic) leads and manages the academic life of the School, and assists the High Master in the smooth running of the School and in sustaining MGS's reputation for excellence.

The Deputy Head (Academic) acts as line manager to Heads of Department, the Director of Studies, the Assistant Head (Academic) and provides academic leadership. The Deputy Head (Academic) works closely with the Deputy Head (Teaching and Learning).

The Deputy Head (Academic) reports directly to the High Master.

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.

Strategic

- Develop and implement the academic aims of the School.
- Keep abreast of national developments in education.
- Contribute to school leadership and development by playing a full and collaborative role in the work of the senior leadership team.
- Uphold the School's ethos and values.

Academic

- Develop a vision for the role of the curriculum and academic enrichment in developing a true sense of scholarship in pupils.
- Work collaboratively with the Deputy Head (Teaching and Learning) to ensure that the School's academic offering is outstanding.
- Lead and act as line manager to the Heads of Department.
- Co-ordinate an effective programme of departmental review which promotes development.
- Support heads of department in the production and periodic review of departmental development plans.
- Have oversight and management of the response to any parental complaints about teaching.
- Work with the Director of Studies, MIS and Integrated Systems Manager and Assistant Head (Academic) on matters relating to academic administration.
- Work with the Director of Studies to produce annually an academic assessment and reporting calendar, and contribute to whole-school calendar planning.

- Work closely with the Assistant Head (Academic), Examinations Officer and Heads of Section to co-ordinate the management of all aspects of public exam results and follow-up action.
- Prepare, co-ordinate and present exam board appeals, as and when necessary.

Staffing

- Work with the Deputy High Master and Director of Studies to identify the staffing needs of the School.
- Lead on the recruitment process for teaching staff and monitor its effectiveness.

Other

- Take the lead in serious disciplinary matters and other appeals, where necessary.
- Represent the school at fora including LIDS, the New HMC Cluster Group and HMC North West.

The Deputy Head (Academic) attends the following regular meetings: Academic Committee (Chair), Senior Leadership Team, Senior Management Team, School Administration Committee, Heads of Department, Pastoral and Welfare Committee.

The Deputy Head (Academic) teaches a reduced timetable (approximately one quarter of a full timetable) and, along with other teaching staff, works with a group of pupils as a tutor and plays an active part in the co-curricular life of the School.

All members of the senior leadership team are expected to support school events.

Review

The High Master regularly reviews the work of the Deputy Head (Academic), in keeping with the professional development policy of the School.

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.

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 20 January, 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 24 January should assume that they have not been shortlisted for interview.

December 2019