Manchester High School for Girls

POST OF PART TIME MID-DAY AND AFTER SCHOOL CLUB ASSISTANT

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 this summer's public examination results at both Advanced and GCSE level were excellent, placing the School amongst the top schools nationally.

For 143 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 approximately10% 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 263 girls in the Preparatory Department and 676 in the Senior School, including 182 in the Sixth Form.

The Curriculum and Timetable

Upon entry, girls are placed in one of four parallel groups of approximately twenty-seven, although many teaching groups are smaller units and setting is implemented in some subjects at a later stage. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A Level. In 2016, at GCSE, 81.6% of all grades were A or A* and the pass rate was 99.9%. At A level, the subject entry pass rate was 100% and 94% 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 Classroom 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 ten 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 pupils 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.

The Preparatory Department

The Preparatory Department has an excellent academic record and enjoys a well-deserved reputation as a caring school in which each girl is valued as an individual. The girls are educated to the highest standard by experienced, caring and committed staff; the department provides a broad, academic yet forward-looking curriculum, as well as exciting opportunities for extra-curricular activities.

It offers a friendly, happy and secure environment in which the qualities of kindness, respect, loyalty, self-discipline and self-worth are encouraged and developed. Each girl is helped to develop her self-confidence, her special talents and her academic potential.

The philosophy of both the Preparatory Department and the Senior School is that happy girls will achieve their potential. The level of pastoral care provided for the girls is, therefore, extremely high and includes 2 part time nurses (based in the Senior School, assisted by a doctor who visits one day each week), the Playground Friends and Big School Sister schemes, and specialist before and after school care.

The Preparatory Department is housed in its own accommodation which is attached to the Senior School. There are two libraries and two halls, serving the Early Years Foundation Stage, Key Stage 1 and Key Stage 2. Technology is prioritised for staff and pupils, with a computing suite, sets of laptops and iPads available for all classes. Interactive white boards are installed in all classrooms and the Junior Hall, and a plasma screen installed in the Infant Hall and flexible learning space. The Preparatory Department shares with the Senior School the use of the swimming pool, the sports complex, the dance studio and the outdoor astroturf pitches and netball courts; there are separate play areas for both Key Stages, with an additional, attractive outdoor learning space specifically designed for the youngest children in the EYFS classes.

There are two parallel classes of up to a maximum of 20 girls each across every year group. The Infant Department is led by the Assistant Head of EYFS and Key Stage 1, who is line managed by the Head of the Preparatory Department. Specialist teaching is experienced by girls from Reception to Year 6 in a variety of curriculum areas such as Music, Sport, Swimming, Mandarin and French. In addition, there are six classroom assistants in EYFS and Key Stage 1, one part-time Learning Support teacher and two classroom assistants in Key Stage 2. This role forms an additional assistant to the team – primarily for the lunchtime supervisor team and the After School Club.

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.

The School's strategic planning cycle continues and work has begun on a new a five year plan to follow on from the 2012-2017 plan. The School is continuing to work to maintain a culture of continuous improvement in which learning is pre-eminent, which is professional and efficient and which is keen to undertake change in pursuit of genuine quality.

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

Post: Part time Mid-day and After School Club Assistant commencing January 2018

Responsible to: The Head Mistress and Head of Preparatory Department, and responsible on a daily basis to Mrs J Skinner, Mid-Day Supervisor.

Hours: 30 hours per week 11.30am – 6.00pm with 30 minute break (6 hours per day) Monday - Friday term time only + 5 INSET days.

Salary: Salary is pro rata to a full time salary of £17,243 p.a. Point 15 on the support staff pay scales 15-18, which equates to an actual annual salary of £11,001 p.a. (0.638 FTE), which includes an element of holiday pay.

Specific Duties & Responsibilities
To carry out any other reasonable request of the Head Mistress and Head of Preparatory Department.

This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

Mid-day Assistant

- To support the aims, ethos and values of the school by example and ensure they are followed by pupils.
- To maintain the safety and welfare and good conduct of the pupil during the midday break and afternoon lessons.
- To escort pupils safely around the school site.
- To assist children with eating their meal if applicable.
- To help pupils clear tables when meals are finished and clear up any associated spillages.
- To support Preparatory Staff with administration and support listening to reader sessions
- To maintain good order and supervision of pupils at all times.
- To administer basic first aid as required and ensure any injury or sickness of pupils is reported immediately to the school nurse, First Aider or Head of Prep.
- To keep daily records of first aid administered according to the school's procedures and any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate encourage and lead games activities with pupils.
- To alert the Senior Midday Supervisor and or the Head of Prep of any concerns regarding an individual pupil or group of pupils.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.

After School Club Assistant

The job is to work alongside the After School Club Manager. The After School Club provides a service for parents of girls in the Preparatory Department who find it difficult to collect their children from school at the usual finishing time (3.35pm). The Club is open to pupils from the school from Reception class to Year 6, and is situated in the infant building. It is not an extension of school and does not provide extra lessons. Supervision, care and play activities are provided. Girls in Years 3 to 6 are able to complete their homework, under supervision, before taking part in the activities. A separate classroom is provided for these purposes.

Specific Responsibilities

- To help with the preparation and clearing up of the designated play areas.
- To supervise the children at play.
- To assist with the preparation of teatime snacks.
- To organise and run craft type activities and games for the children

PERSON SPECIFICATION

Essential Criteria

- Enjoy working with children
- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times.
- The ability to work calmly under pressure and to relate to a wide range of people within the School
- The ability to work as a member of a team
- Pleasant and approachable manner and good appearance
- Reliable and responsible
- A sense of humour
- Ability to use initiative
- Creative flair for practical/art type activities

Desirable Criteria

- Experience in a similar post

ADDITIONAL INFORMATION

Salary and Other Benefits

- There is a 50% discount on school fees for the daughters of full-time members of staff.
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- There is a contributory pension scheme for support staff to which the School makes a contribution. This is a voluntary scheme, details of which are available to the successful candidate.
- 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.

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 1998. 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 Inspection report from September 2016.

ARRANGEMENTS FOR APPLICANTS

1. 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 **12.00 noon on Thursday 4th January 2018. Please note as the school closes for the holidays on Thursday 21st December 2017 please visit the website for information packs after this date.**
3. Interviews will take place **week commencing 8th January 2018 at the School.**
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.