

# **ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL**

## **STEWART'S MELVILLE COLLEGE**



### **HEAD OF ENGLISH**

Stewart's Melville College is seeking to appoint a full time, permanent Head of English from August 2023. ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

The postholder is responsible for providing leadership to, and management of, members of the department. Remuneration will be on the ESMS D scale (£54,855 - £60,774), which is above that paid in the state sector to reflect commitment to the extra-curricular programme and is dependent on qualifications and experience. The successful applicant must be registered with GTC Scotland prior to taking up the position.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro-rata) from Nursery to Sixth Form.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

**The closing date for applications is 12pm on Friday, 20 January 2023. We anticipate interviews will be held week commencing 30 January 2023.**

### **THE SCHOOL**

Stewart's Melville College is the result of a merger in 1972 between Melville College, founded in 1832, and Daniel Stewart's College, founded in 1855. Since 1989 the Royal Company of Merchants of the City of Edinburgh, which had administered Daniel Stewart's from its foundation, has delegated powers to the Erskine Stewart's Melville Schools' (ESMS) Governing Council.

Stewart's Melville College is a school for boys aged 12 - 18. There are approximately 780 boys,

of whom about 20 are boarders. The school enjoys an excellent academic reputation and prides itself on the range of musical, dramatic and other extra-curricular opportunities offered to its boys. The playing fields and Pavilion at Inverleith underpin a fine tradition in rugby, hockey, athletics and cricket and boys also have access to other bespoke sporting facilities at The Mary Erskine School.

Since 1978 the school has been twinned with The Mary Erskine School. Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the ESMS Junior School. Senior school boys and girls come together in orchestras, choirs, dramas and musicals, as well as in numerous Outdoor Learning projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has been a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

Stewart's Melville College was inspected by Her Majesty's Inspectorate in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year in 2013.

The Erskine Stewart's Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart's Melville College or The Mary Erskine School.

## **BUILDINGS**

The school surrounds the majestic buildings designed by David Rhind for Daniel Stewart's College in 1855. Most of the other buildings are relatively modern and facilities have been notably enhanced during the past decade. The Sixth Form Centre and Swimming Pool were completed in 1999, the Tom Fleming Centre for the Performing Arts was created in 2007, a floodlit hockey and football all-weather facility and the Hockey Pavilion were opened in 2010, and the Dining Hall and Lecture Theatre have been renovated in recent years along with all academic departments which are now fully equipped with interactive whiteboards and wi-fi. The Music facilities have been recently extended to include a recital room and The Dean, adjacent to the campus, has been acquired and converted into another performance and conference space. A new RMPS, Modern Languages, Classics and Support for Learning teaching block, known as 'Rutherford' has recently opened.

## **CURRICULUM**

ESMS are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

The school boasts its own curriculum of broad general education prior to examination years and the Scottish Curriculum for Excellence is therefore not pursued. Boys generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for boys to sit a combination of eight subjects at National 5 and to proceed to Higher courses in S5. The majority will return for a final year in Sixth Form, with a high proportion taking Advanced Highers. 'A' Levels are offered in Music and Product Design.

## **TEACHERS**

There are approximately 90 teachers at the school. They rely on an excellent team of support staff, whose commitment contributes greatly to the quality of the school.

## **PROFESSIONAL REVIEW AND DEVELOPMENT**

All teaching and support staff participate in a three-year cycle of professional review.

## **EXTRA CURRICULAR ACTIVITIES**

Teachers are expected to play a full and active part in the extra-curricular and co-curricular life of the school. The ability to contribute to the Outdoor Learning or the Games programme is expected.

## **THE DEPARTMENT**

The English Department is a popular and highly successful department. It is located in the main Old College building and consists of a suite of classrooms adjacent to a well-appointed and impressive school library. All classrooms are fully equipped with Wi-Fi as well as Promethean interactive whiteboards. The department also makes use of an extensive Clickview library, offering high quality digital media delivery.

The subject is popular at school and results in a large number of students opting for Advanced Higher English in S6. It is a compulsory subject in the curriculum up to and including SQA Higher in S5. Academic results are consistently excellent, and the Department remains at the heart of the cultural and intellectual life of the School. Many students have gone on to study the subject at a variety of prestigious universities.

There are eight full and part-time members of the Department and a number of learning support staff who work closely with teachers and students taking the subject. Along with our core curriculum, all colleagues are encouraged to follow their individual interests, and a wide variety of high quality literature is taught at all levels. The students also have the opportunity to explore and evaluate literary texts well beyond the curriculum as well as to develop their own creative writing, not least through a number of competitions. Debating, for which SMC has a national reputation, is also a very significant part of the Department's activity.

We pride ourselves in working collaboratively as a department to implement a diverse range of teaching strategies to support effective learning for all levels of ability. We encourage our students to take responsibility for their own learning and to develop good study skills. In addition, we are committed to the all-round development of our students and we organise a range of extra-curricular events including theatre and cinema visits.

## **THE POST**

This is a permanent position available from August 2023.

**BASIC FUNCTION**     The Head of English is responsible for providing leadership for the

other members of the Department.

**ACCOUNTABILITY** The Head of English is accountable to the Deputy Head (Academic)

**AUTHORITY** The Head of English has line management responsibility for Teachers of English in Stewart's Melville College.

**RELATIONSHIPS** They will liaise with the Head of Department at The Mary Erskine School to ensure that coherent provision of teaching in Sixth Form is offered.

## **KEY TASKS**

The Head of Department is expected to:

- Lead and co-ordinate the work of the Department
- Allocate the work of the Department to individual teachers
- Prepare suitable courses with appropriate resources for students at all stages and attend to administration required for assessment of these courses
- Attend to all paperwork in relation to public examinations and the presentation of candidates and liaise with external assessors and moderators
- Organise the setting, production and marking of internal examinations
- Be responsible for the ordering, maintenance, safety and development of departmental resources and the planning, presentation and monitoring of the departmental budget
- Attend Heads of Department meetings and subject choice evenings
- Keep abreast of the latest developments in teaching within the subject area and with curricular issues around the country
- Define policies and plan strategies to promote effective, lively teaching to pupils throughout the ability range
- Monitor pupil performance and liaise with guidance staff and Support for Learning staff, as appropriate
- Hold and record regular Departmental meetings
- Organise Departmental INSET
- Support, encourage, and monitor teachers in the Department, including student teachers
- Keep and maintain appropriate Departmental records, such as the Departmental Handbook
- Produce an annual departmental development plan as part of the annual report to the Principal, relating to all departmental matters
- Co-operate and liaise with teachers at The Mary Erskine School, the ESMS Junior School and other educational establishments as appropriate
- Encourage and lead co-curricular activities associated with the department
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## **PERSON SPECIFICATION**

- High professional and personal standards and a commitment to the values of Stewart's Melville College.
- Excellent communication and analytical skills with a commitment to delivering excellent educational provision.
- Ability to multi-task and prioritise own workload with good attention to detail.

- Independent, self-motivated and organised; with an ability to work as part of a team.

## **EXPERIENCE, SKILLS AND QUALIFICATIONS**

- Experience of working as a Teacher is essential.
- Knowledge and experience of supporting children with additional needs is essential.
- General Teaching Council for Scotland (GTCS) registration is essential.

## **REMUNERATION AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS are committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>Position</b>	This is a full time, permanent position commencing on August 2023.
<b>Salary</b>	Remuneration will be on the ESMS D scale (£54,855 - £60,774) which is above that paid in the state sector to reflect commitment to the extra-curricular programme and is dependent on qualifications and experience.
<b>Extra-Curricular</b>	<p>All members of our teaching staff are also committed to the extra-curricular and co-curricular life of the school and are involved in a variety of ways in the educational and personal development of children out with the classroom.</p> <p>The successful candidate will be expected to contribute to the wide range of extra-curricular opportunities offered to all our children, and it would be a benefit if they could support Outdoor Learning (including CCF) or the Games programme.</p>
<b>Right to Work</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right work in the UK.
<b>Pension</b>	All teachers are automatically enrolled into the Scottish Teachers' Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: free school lunch during term time, use of the schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Teachers with children at the Erskine Stewart's

Melville Schools are entitled to a tuition fee discount of 50% (pro rata) from Nursery to Sixth Form.

ESMS reserves the right to withdraw this position at any time.

## **APPLICATION PROCEDURE**

Applicants must complete the Teaching Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) before the closing date.

Any enquiries about this position should be directed to Vanessa Rossi, HR Assistant, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5866.

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