



Head of English

Information Pack

Completed applications should be emailed to recruitment@mgs.org

Closing date: 09:00 Monday 23 September 2019

Head of English

The role

We are seeking to appoint, from 1 January 2020, or as soon as possible thereafter, a Head of English. The vacancy arises following the retirement of Mr Nigel Warrack following seventeen years of leadership of the department. Whilst the position will be vacant from 1 January 2020, we would not wish this to be a barrier to any application, and the start date will be a matter for agreement with the successful candidate.

The Head of English is responsible for leading and managing the department, creating and developing a shared sense of vision and purpose and maintaining high professional standards in the team. The role requires someone who is an excellent teacher, an ability to think and act strategically, and an ability to motivate members of the department. A keen commitment to achieving academic success and developing intellectual engagement amongst the boys is essential. In addition to these responsibilities the successful applicant will be expected to represent the views of the department at heads of department meetings and vice versa.

Job description

Whilst this job description gives an indication of the range of responsibilities, it should not be regarded as definitive. Specific duties include:

- Responsibility for high-quality teaching in the department.
- Monitoring and managing the performance of staff, including via regular work scrutiny and lesson observation; carrying out annual staff reviews; dealing with any concerns about teaching which may arise among pupils or parents; undertaking regular discussions with the Academic Deputy Head.
- Monitoring the progress of boys through the use of tracking data; ensuring that intervention strategies are used to support boys, where appropriate.
- Maintaining the departmental development plan annually as a working document for the department.
- Maintaining the departmental handbook as a working document.
- Ensuring that the department is prepared for inspections.
- Assigning teaching allocations; organising internal departmental responsibilities; making decisions on examinations and specifications; schemes of work.
- Leading regular departmental meetings and producing minutes for the High Master and Academic Deputy Head.
- Attending meetings of heads of department; representing the views of members of the department to the High Master and SMT and *vice versa*.
- Liaising with pastoral staff regarding academic progress, as necessary.

- Advising on university courses in English and drawing up a programme of teaching and coaching which supports applications to leading universities, including Oxbridge.
- Maintaining, developing and promoting a full programme of trips and visits.
- Working with the Admissions department, assessing the work of candidates for entry to the Senior School.
- Promoting English at meetings of parents and boys and on Open Days.
- Fostering links with universities, other schools and examination boards.
- Representing MGS English Department in HMC Divisional meetings and other regional and national forums.
- Drawing up the annual budget submission; ordering books and equipment and conducting the annual stock check; supervising the maintenance of the English department areas; liaising with the Bursar and Building Services Manager.
- Acting as a Tutor for a pastoral tutor group.
- Making a significant contribution to the co-curricular life of the School.

The English Department

The Department consists of thirteen English specialists. While being provided with all the advice and guidance that may be required, the person appointed will have considerable freedom to teach to his or her strengths within the framework of the curriculum. Colleagues find this degree of professional autonomy, combined with the chance to work with bright, energetic and highly motivated pupils, both liberating and inspirational.

The Department has modern, purpose-built accommodation which provides a spacious suite of nine bright, airy classrooms, two resource rooms and a seminar room. The Department possesses an extensive stock of books, audio-visual and ICT resources. The provision of ICT hardware available to the Department has rapidly expanded over recent years.

Members of the Department contribute to the provision of specialised English teaching in Years 5 and 6, within the framework of our Junior School Enrichment programme.

In Years 7-9 teaching focuses on introducing pupils to a wide range of literature, and there is an emphasis upon a stimulating, creative approach to oral work and writing. We are fortunate in being exceptionally well-resourced in terms of our stock of books. There is the opportunity

for pupils to have reading and study/research periods in our integrated Garner and Paton Libraries, which are extremely well-resourced and staffed by a team of fully qualified librarians.

In Years 10 and 11 we currently prepare pupils for the Cambridge IGCSE in English Language and English Literature. We currently follow the non-coursework route, with assessment based on five terminal examinations at the end of the course.

Academic success is high. Over recent years, the typical pattern has been for 85-90% of pupils to achieve an A* or A grade in both IGCSE English and English Literature.

In the Sixth Form we offer Pre-U Literature in English and Cambridge International A Level in English Language, but have recently moved to OCR A Level English Language, with first teaching with our Lower Sixth this year. Typically, about 30 pupils each year study English in the Sixth Form, of whom usually around four or five pupils apply to study English at Oxford or Cambridge every year. All pupils who are thinking of studying English at university are given the opportunity for additional tuition from the Lent Term of Year 12 onwards through our University Challenge programme. Members of the English Department also contribute to the Sixth-Form option programme by offering a wide range of courses based on language, literature, media and culture.

The Department regularly publishes magazines, such as *Owlwords* and *Markings*, which showcase pupils' imaginative work and organises drama, poetry and short story competitions which also generate contributions for the literary section of the school magazine, *Ulula*. Debating societies are run at all levels throughout the school, and pupils are entered for a wide variety of debating and public speaking competitions with much success both at local and national level. There is a Sixth Form Reading Group which holds regular meetings with pupils from other selective schools. The Department also runs a group called Lit Soc which is a forum for pupils to give presentations on areas of literary interest. A member of the Department helps run the Linguistics Society which acts as a bridge between English and the study of other languages. Further down the school, the Middle and Lower School Reading Groups act as forums for discussion and debate about books. The Department has for many years held bi-annual or annual reading weekends at its sites in Grasmere for senior pupils, with opportunities for similar experiences for younger boys also being made available. Author visits and workshops play an important part in inspiring pupils. In recent years we have held a highly successful Poetry Week which includes a range of creative writing workshops and readings from visiting poets during the day and the evening. A huge number of theatre trips take place every year, not only to the major Manchester theatres and other local venues but also further afield, including Stratford and London. A wide range of extra-curricular clubs exist, including 'Dust and Monsters' for talks by Lower School pupils.

The members of the Department are responsible for the setting and marking of the English papers in the Entrance Examinations.

Why work at MGS?

The Manchester Grammar School Old Hall Lane Manchester M13 0XT
Telephone: 0161 224 7201 Fax: 0161 257 2446 Website: www.mgs.org

Registered Charity No. 529909

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.

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 1600 boys 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 boys 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.

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.

We have lunchtime clubs and societies (many run by pupils) covering every possible area of intellectual interest. We have 24 musical groups with 280 participants, and typically stage a dozen drama productions each year, in our superbly equipped theatre and drama studios. We have 95 sports teams and 40 different sports. In outdoor pursuits every year we have numerous treks in the UK and overseas, as well as four camps involving 250 pupils. 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.

Visit our website to find out more.

Our facilities

Facilities are excellent. Recent developments have included a new sports hall, international standard hockey astro-turf and tennis courts, and the purchase of a new 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

Candidates of any age and any level of experience are invited to apply. Appropriate induction and support will be given.

Further information about the School is available on our website.

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 23 September, 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).

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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 Friday 27 September should assume that they have not been shortlisted for interview.

September 2019