

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

### **THE MARY ERSKINE SCHOOL**



### **HEAD OF JUNIOR SCHOOL SPORT (GIRLS)**

The Mary Erskine School is seeking to appoint a full-time Head of Junior School Sport (Girls) to join the school on a temporary basis for the academic session 2024-2025 from 15 August 2024 until August 2025. 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 will be required to teach at all levels up to Advanced Higher and a willingness to contribute to the school's extra-curricular programme is also essential. Remuneration will be on the ESMS Teaching Staff Salary Scales (£56,331 - £57,282 per annum) and is dependent on qualifications and experience.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the ESMS 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 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 Monday, 15 April 2024. We anticipate interviews will be held week commencing 22 April 2024.**

### **THE MARY ERSKINE SCHOOL**

The Mary Erskine School is proud to be one of Scotland's leading independent schools, teaching around 760 girls, aged 12 to 18. It is part of Erskine Stewart's Melville Schools (ESMS), a vibrant family of schools, where extraordinary opportunities and inspirational teachers help students to discover their potential.

The school offers a sector-leading, rounded education, with a broad curriculum, outstanding

academic results, strong pastoral care and nearly 100 extra-curricular activities. This all-round approach gives every student the opportunity to excel. The school has won many awards, including as a finalist for the Independent Girls' School of the Year Award.

The ESMS model combines a co-educational junior school and sixth form with single-sex senior schools, giving children the best of both worlds. An extensive programme of co-educational activities ensures that friendships between the students remain strong throughout their time at school and beyond. ESMS are also rare amongst Edinburgh day schools in offering a co-educational Boarding House, for 10 to 18 year olds, in a family setting.

The school inspires students and staff to be ambitious, to work hard and to grasp every opportunity to fulfil their potential. Teachers are supported to be the best in their field and students leave the school as accomplished, resilient adults, grounded by our school values and determined to make a positive mark on the world.

## **OUR HERITAGE**

The Mary Erskine School was founded in 1694 by Mary Erskine and the Company of Merchants of the City of Edinburgh to educate and care for the daughters of city burgesses who found themselves in reduced circumstances. It is the oldest girls' school in Scotland and one of the oldest in the whole of the United Kingdom. Throughout its history, the school has been administered by the Edinburgh Merchant Company.

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

## **CURRICULUM**

The Erskine Stewart's Melville Schools 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 curriculum corresponds predominantly with practice in Scotland. Girls generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for girls 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 Product Design and in Music.

## **TEACHERS**

There are approximately 80 teachers at the school. They rely on an excellent team of support staff, whose high standards contribute greatly to the quality of the school.

## **PROFESSIONAL REVIEW AND DEVELOPMENT**

All staff participate in a regular cycle of professional review.

## **EXTRA CURRICULAR ACTIVITIES**

Teachers are expected to play a full and active part in the extra-curricular life of the school.

## **THE DEPARTMENT**

The Physical Education Department has:

- 12 teachers
- 1 Sports Assistant
- 1 Sports Administrator

The aims of the department are:

- To stimulate pupil interest and enjoyment in Physical Education and to promote health and fitness for current and future lifestyles
- To enable pupils to develop a range of personal qualities such as initiative and independence, perseverance, reliability and good communication
- To enable pupils to work independently and also as part of a group or team
- To establish pupil self esteem through the development of physical confidence, and to enable all pupils to reach their full potential in a range of activities
- To allow pupils to develop informed opinions and to be able to support them by reasonable argument.

The Department offers certificate courses at National 5, Higher and Advanced Higher to complement a very broad and varied core curriculum. Extracurricular clubs and teams in the following activities are also the responsibility of the department; Athletics, Badminton, Basketball, Cricket, Cross Country, Dance, Football, Golf, Hockey, Rugby, Swimming, Tennis, Netball, Gymnastics and Volleyball.

Both indoor and outdoor facilities are excellent including three astroturf hockey pitches, two good grass pitches and six all-weather tennis courts. The indoor facilities include a large Games Hall, which has a full size indoor netball court, six badminton courts or two almost full sized basketball courts, a large Fitness Suite and Gymnasium. The department also has the use of the swimming pool which is at Stewart's Melville College.

The department is involved in the teaching of the Nursery – Primary 3 classes as well as Primary 5, 6 and 7 girls' Games and Senior 1-6.

## **THE POST**

This is a full time, temporary position commencing on 15 August 2024 until August 2025. The successful candidate may be asked to work at all levels up to and including Advanced Higher.

The postholder would expect to be allocated 15 timetabled hours per week. All staff in the department contribute to curricular development, ensuring that teaching resources are regularly reviewed and updated. It is expected that the successful candidate will assist with the department's co-curricular and extra-curricular events, as well as to those of the wider school. A commitment to the school's outstanding extra-curricular programme is a pre-requisite.

In addition to undertaking the duties laid down in the Job Description of an unpromoted teacher, the Head of Junior School Sport (Girls) has the following specific responsibilities:

- PRD for some Physical Education staff
- Responsibility for the curricular content of Nursery – Primary 3 Physical Education, in collaboration with the APT PE
- Organisation of all aspects of the Primary 5-7 Games programme
- Collaboration with the Teacher i/c Hockey regarding the arrangements for hockey fixtures
- Organisation of JS girls' sports tournaments and competitions
- Management of Junior School teachers involved in coaching girls' sport
- Liaison with relevant JS AHT in respect of Primary 5- 7 Games staffing and management
- Responsibility for the JS PE budget for Nursery – Primary 3 and Primary 5-7 Girls' Games
- Organisation and management of Primary 1-3 Sports Days
- Shared responsibility, with the Head of Junior School Sport for Boys, for the cancellation of timetabled Games
- Responsibility for promotion of girls' sporting achievements and results
- Shared responsibility with the Head of Junior School Sport for Boys for the organisation of The Grant Mackenzie Cup
- Management of Primary 7 Cross Country events, in liaison Head of Junior School Sport for Boys
- Liaison with JS AHTs in respect of Junior School outings

## **APTITUDE**

- A motivating presence in the classroom
- An excellent practitioner
- Committed to the nurture of all young people
- A role-model for all young people
- Able to multi-task and prioritise
- Have attention to detail
- Be independent, self-motivated and organised, with an ability to collaborate with colleagues across the wider school community
- Determined to maintain high standards and expectations
- People focused
- Friendly, approachable and dependable.

## **SKILLS, EXPERIENCE AND QUALIFICATION**

### Essential

- General Teaching Council for Scotland (GTCS) registered, or eligible for registration
- Recognised teaching qualification
- Subject specific degree level qualification.

### Desirable

- Familiarity with Scottish qualifications (SQA National 5, Higher and Advanced Higher).

## REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is 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 temporary full time post available for the academic session 2024-2025 from 15 August 2024 until August 2025.
<b>Salary</b>	Remuneration will be on the on the first bar of the C Scale on the ESMS Teaching Staff Salary Scales (£56,331 - £57,282 per annum) and is dependent on qualifications and experience. Salaries are reviewed annually on 1 August.
<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 (in return for supervisory duties), use of the 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. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount 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 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 Systems, Data and Recruitment Lead, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk)

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