

ERSKINE STEWART'S MELVILLE SCHOOLS

THE MARY ERSKINE SCHOOL



HEAD OF CHEMISTRY

The Mary Erskine School is seeking to appoint a full time, permanent Head of Chemistry from 19 August 2021. 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 all members of the department. Remuneration will be on ESMS' own scale, 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 should be registered with GTC Scotland prior to taking up the position.

The closing date is 12pm on Tuesday 11 May 2021.

THE MARY ERSKINE SCHOOL

The Mary Erskine School comprises approximately 740 girls aged 12-18. 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.

Since 1978 the school has been twinned with Stewart's Melville College. 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, drama and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has become a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

The Mary Erskine School was inspected by Her Majesty's Inspectors in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year 2012.

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, named The Mary Erskine School in 1944 to mark the 250th anniversary of its foundation, has been housed on various sites in the city - the Cowgate, Bristo, Lauriston and Queen Street - and the buildings are depicted on the engraved glass panels in the entrance hall. In October 1966 the school moved to purpose-built accommodation on the magnificent 38 acre site adjoining Ravelston House. These new facilities have been enhanced by the building of a Sixth Form Centre in 1995 and by the more recent refurbishment of the Science Laboratories, Art Department, Home Economics Department, Careers Department, Library, ICT suite, the provision of two floodlit Astro turf hockey pitches, and the construction of six new tennis courts.

A new Sports Hall was completed in October 2000. It houses the National Cricket Academy and the Scottish Cricket Offices. A community sports facility is in operation seven days a week, outwith school hours and the project, which is linked to the sports facilities at Queensferry Road, are managed by the Community Sports Development Manager.

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 Art 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 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 life of the school.

THE DEPARTMENT

The Chemistry Department currently consists of three teaching laboratories, a prep room, two chemical stores and a staff base. The entire Science Department was refurbished in 1998.

There are three full-time and two part-time members of staff working in the Department, two full-time technicians and a laboratory/teachers' assistant provide support for the sciences.

The Department has a record of excellent examination results at National 5, Higher and Advanced Higher, as well as a progressive attitude to new developments within the subject and the school. The Department encourages its pupils to take responsibility for their own learning and to develop good study skills.

This session, 13 students (girls and boys) are studying Advanced Higher Chemistry (over 30 girls a year take the subject at this level - some are taught at SMC), 46 girls are studying Higher Chemistry and a total of 168 are studying National 5 Chemistry (the Scottish equivalent of GCSE) in S3 (Year 10) and S4 (Year 11). An Integrated Science Course is taught in S1 (Year 8) and separate Science subjects start in S2 (Year 9). The Department is also involved in the teaching of Integrated Science to Primary 7 girls and boys in our Junior School.

THE POST

This is a full time, permanent post. The Head of Chemistry is responsible for providing leadership to all members of the department.

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 and technicians
- Prepare suitable courses with appropriate resources for pupils 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 to 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 Stewart's Melville College, the ESMS Junior School and other educational establishments as appropriate

- Attend regular Science meetings with the Science Co-ordinator and liaise on all chemical aspects of the SI and Primary 7 Science courses
- Serve as Head of Science for 2 years on a rota with the Heads of Biology and Physics to ensure full liaison between the departments
- Encourage and lead extra-curricular activities associated with the department.

PERSON SPECIFICATION

- High professional and personal standards and a commitment to the Values of The Mary Erskine School
- 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
- Positive, confident personality and an enthusiasm for, and enjoyment of, children's company are important
- A sense of humour is vital.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working as a Teacher is essential.
- General Teaching Council for Scotland (GTCS) registration is essential.

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.

Role	This is a permanent position available from 19 August 2021.
Location	The postholder will work at the Ravelston site on The Mary Erskine School campus.
Salary	Remuneration will be on the Schools' own C scale, which is above that paid in the state sector to reflect commitment to the extra-curricular programme and is dependent on qualifications and experience. Salaries are reviewed annually on 1 April.
Eligibility	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 to work in the UK.
Pension	All teachers are automatically enrolled into the Scottish Teachers' Pension Scheme.

Staff Benefits

Staff are offered a range of benefits including: 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. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

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

APPOINTMENT 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 before the closing date.

Any enquiries about this position should be directed to Jenny Mallinson, HR Advisor, at recruitment@esms.org.uk or by phone on 0131 347 5891.

The closing date is 12pm on Tuesday 11 May 2021.