

# ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

## STEWART'S MELVILLE COLLEGE



## APPOINTMENT OF HEAD OF MODERN LANGUAGES

### THE SCHOOL

Stewart's and Melville College is the result of a merger in 1972 between Daniel Stewart's College, founded in 1814, and Melville College, founded in 1832. Since 1989 the Edinburgh Merchant Company, which had administered Daniel Stewart's from its foundation, has delegated powers to the Erskine Stewart's Melville Schools' Governing Council.

Stewart's Melville College is a school for boys aged 12 - 18. There are approximately 740 boys, of whom about 25 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 and cricket and boys also have access to the hockey pitches and other 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 Education 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 boards and wi-fi.

## **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. 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 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 ability to contribute to the Games programme (particularly hockey), the Combined Cadet Force (particularly the RAF Section) and the Duke of Edinburgh Award would be most welcome.

## THE DEPARTMENT

The Modern Languages Department occupies 8 rooms in the Cromarty Building (shared with the ESMS Junior School). The modern classrooms are equipped with an interactive whiteboard, computer-based audio-visual resources and wireless internet access. All full-time teachers have their own room. The department currently numbers 9 teachers, 7 full-time and 2 part-time. French is now offered at all stages to boys and girls in the Junior School, with SMC colleagues teaching classes in Primary 6 and 7. From the beginning of the current session, German and Spanish taster courses have been provided to pupils in Primary 6. Nearly all boys add German to their language portfolio in S1, Spanish is an option for study in S2 and pupils are expected to take at least one language at National 5 from S3. All three of these languages are available at Higher and Advanced Higher level.

Departmental resources are plentiful and the departmental “Swapshop” of teaching strategies and materials has been a leading development in the school. In addition to an extensive worksheet library there is a languages section in the school library, a collection of videos and DVDs, most available on clickview, and numerous books. Teachers and pupils have access to online languages websites including *Linguascope* and *This Is Language*. The staff base has two on-line computers and a set of 16 laptops is available for classroom use.

Colleagues contribute to curricular development as required and to the annual review of teaching and learning within the objectives of the development plan. All teachers also take part in the programme of educational visits to France, Germany and Spain which is planned and run jointly with The Mary Erskine School and includes languages projects and various exchanges, including work experience opportunities, with partner schools.

## THE POST

The Head of Modern Languages is responsible for providing leadership for the other members of the Department. He/she will liaise with the Head of Department at The Mary Erskine School to ensure coherent provision for teaching in the Sixth Form.

The Head of Department is expected to

1. lead and co-ordinate the work of the Department
2. allocate the work of the Department to individual teachers
3. organise suitable courses with appropriate resources for pupils at all stages
4. attend to administration required for assessment and recording of pupil performance
5. organise the setting, production and marking of internal tests and examinations
6. attend to all paperwork in relation to SQA examinations and the presentation of candidates, including marking reviews and verification
7. be responsible for the development and monitoring of the departmental budget
8. be responsible for the annual departmental Health and Safety and Fire Risk assessments
9. attend Heads of Department meetings
10. keep abreast of the latest developments in teaching within the subject area and with curricular

issues around the country

11. implement policies and plan strategies to promote effective, lively teaching to pupils throughout the ability range
12. monitor pupil performance and liaise with guidance and Support for Learning staff as appropriate
13. hold and record regular Departmental meetings
14. organise Departmental INSET
15. support, encourage, monitor and appraise teachers in the Department
16. liaise with teachers at The Mary Erskine School, the ESMS Junior School and other educational establishments as appropriate
17. keep and maintain appropriate Departmental records, including the Departmental Handbook
18. encourage, plan and lead extra-curricular activities associated with the Department, including attendance on the annual language exchanges.
19. supervise the Assistant Principal Teacher in the performance of his/her duties

The generic job description for Heads of Department at Stewart's Melville College is appended.

## **REMUNERATION AND OTHER CONSIDERATIONS**

Remuneration will be on the school's own scale, which is above that paid in the State Sector and is dependent on qualifications and experience. All teachers are entitled, in term time, to school lunch, free of charge, in return for supervisory duties.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

## **FEE CONCESSION**

Teachers with children at ESMS are entitled to discounts of 60% of fees for classes P4 to P7 and 75% for both senior schools.

## **APPOINTMENT PROCEDURES**

A letter of application, addressed to the Principal, enclosing a full *Curriculum Vitae* and the names and contact details of two referees, should be sent by email to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

**The closing date is 12 noon on Friday 24 November 2017.**