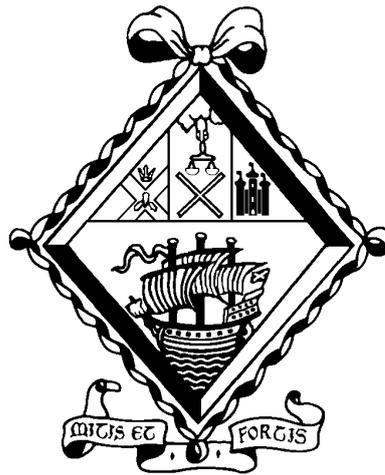


ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

The Mary Erskine School



APPOINTMENT OF HEAD OF MODERN LANGUAGES

THE MARY ERSKINE SCHOOL

The Mary Erskine School comprises approximately 740 girls aged 12-18. Founded in 1694 by Mary Erskine and the Royal 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 **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 Astroturf 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 follows its own curriculum prior to examination years. The Curriculum for Excellence is not followed. 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 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 is a large, vibrant department with five full-time and three part-time members of staff. Courses are offered at National 5, Higher and Advanced Higher in French, German and Spanish.

Modern Languages are given a high profile from an early stage. French is now taught from P1 while German and Spanish have recently been introduced into P6. All girls continue with French and German in S1 and may opt to pick up Spanish again from S2. All take at least one foreign language up to National 5 while about one third of the year group in S3 and S4 continue to study two.

The department has a reputation for academic excellence with almost 90% of pupils achieving a Grade A pass at National 5 and over 70% consistently achieving Grade A at Higher in each of the three languages taught.

The classrooms are bright and well equipped. All have digital peripheral labs for listening and speaking activities as well as interactive whiteboards. The department is well resourced and has a large bank of foreign films and other foreign language materials which have been digitised and can be accessed via the school network.

The Modern Languages Department runs a number of successful trips, including cultural and activity trips alternating between France, German and Spain in S2 and annual exchanges with schools in France and Germany in S3 and S4. S5 pupils can also choose to undertake work experience in both France and Germany. The department is also currently in the process of setting up an exchange with a school in the south of Spain which should be up and running from Session 2019/2020.

Girls are entered regularly, and have experienced considerable success, in national language competitions.

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 Stewart's Melville College to ensure consistency of approach throughout the schools as well as 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. oversee the production and annual review of in-house booklets
5. attend to administration required for assessment and recording of pupil performance
6. organise the setting, production and marking of internal tests and examinations
7. attend to all paperwork in relation to SQA examinations and the presentation of candidates, including marking reviews and verification
8. be responsible for the development and monitoring of the departmental budget
9. attend Heads of Department meetings and subject choice evenings
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. oversee and develop links with foreign schools
13. organise and lead two foreign language trips per year
14. promote participation in local and national Modern Language competitions
15. organise pupil outings to Modern Language events
16. monitor pupil performance and liaise with guidance and Support for Learning staff
17. hold and record regular Departmental meetings
18. organise Departmental INSET
19. support, encourage, monitor and appraise teachers in the Department
20. liaise with teachers at Stewart's Melville College, the ESMS Junior School and other educational establishments as appropriate
21. keep and maintain appropriate Departmental records, including the Departmental Handbook
22. Produce an annual departmental development plan as part of the annual report to the Principal, relating to all departmental matters

- 23 Analyse the public examination results and provide a detailed written report
- 24 encourage, plan and lead extra-curricular activities associated with the Department,
- 25 supervise the Assistant Principal Teacher in the performance of his/her duties
- 26 be responsible for the annual departmental Health and Safety and Fire Risk assessments

The generic job description for Heads of Department at The Mary Erskine School 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

Applications should be in the form of a letter, addressed to the Principal, and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They should be sent by email to 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 Thursday 28 February 2019.