

ERSKINE STEWART'S MELVILLE SCHOOLS



Appointment of Director of Sixth Form

THE SCHOOLS

The Mary Erskine School and Stewart's Melville College are two of the three schools administered by the Company of Merchants of the City of Edinburgh. Since 1989, powers have been devolved to the Erskine Stewart's Melville Schools' Governing Council, a sub-committee of The Merchant Company Education Board.

Since 1978, **The Mary Erskine 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**. Since August 1999, the Sixth Form has become a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

An overall roll of approximately 2770 pupils reflects parental belief that their sons and daughters are obtaining an ideal combination of co-education and single-sex schooling. 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.

The schools are predominantly for day pupils, but there are two boarding houses for approximately sixty girls and boys in the grounds of Stewart's Melville College and these reinforce a powerful sense of community. All three schools are characterised by high academic standards and by fine reputations in music, sport and a wide range of extra-curricular activities.

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 and The Mary Erskine School.

THE MARY ERSKINE SCHOOL

The Mary Erskine School comprises approximately 760 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.

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.

STEWART'S MELVILLE COLLEGE

Stewart's Melville College is the result of a merger in 1972 between Melville College, founded in 1832, and Daniel Stewart's College, founded in 1855. Since 1989 the Royal Company of Merchants of the City of Edinburgh, 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 770 boys, of whom about 25 are boarders. 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.

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.

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. Boys and girls generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for boys and 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, Music and Product Design.

STAFF

There are approximately 80 teachers in each of the senior schools, and approximately 70 in the Junior School. They are supported by an excellent team of support staff, whose high standards make a major contribution to the quality of the schools.

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 POST

BASIC FUNCTION The Director of Sixth Form has responsibility for the personal interests of all boys and girls in the Sixth Form, including general morale, discipline and tone as well as academic progress. He/she has responsibility for the deployment and leadership of the Sixth Form pastoral team. He/she interviews all students on completion of their UCAS Forms. He/she oversees Sixth Form facilities at both sites. He/she arranges social occasions and other special events. He/she is also a Sixth Form Tutor and oversees the duties and responsibilities of the Head Girl/Boy and the Deputies. He/she reports in writing on the whole Sixth Form in Term 2. He/she co-ordinates the post-exam timetable in S5. He/she is the budget holder for the Sixth Form budget.

ACCOUNTABILITY The Director of Sixth Form is directly responsible to the Principal.

RELATIONSHIPS The Director of Sixth Form leads and line-manages the Sixth Form team of two Deputy Heads of Sixth Form (MES and SMC), two UCAS Co-ordinators (MES and SMC) and 20 Sixth Form Tutors. He/she also works closely with Heads of Careers and the Directors of Studies. The Director of Sixth Form liaises closely with the Management Teams of the two schools. He/she participates in the meetings of each of the Management Teams. He/she is Line Head to the Teacher of Mandarin and the Sixth Form Secretary.

KEY TASKS (a) **Day to day management of the Sixth Form**

He/she is responsible for the smooth running of the Sixth Form, including oversight of the registration/absence process and monitoring the general tone of the Sixth Form. Other administrative matters, such as permission to bring cars to school, is also his/her responsibility. The Director of Sixth Form is responsible for the production of the Sixth Form Parents' Handbook, S6 Diary, S6 Prefect Guide, S6 Year Book, Exit & Entrance questionnaires and the S6 sections of the Standards and Quality reports for both senior schools.

(b) **Discipline in the Sixth Form**

He/she is responsible for the discipline and general conduct of all students in the Sixth Form. In this he/she liaises very closely with the Deputy Heads of Sixth Form and Sixth Form Tutors. In matters involving the suspension of a student, or the placing of a student on a contract, he/she will liaise directly with the Principal.

(c) **Deputy Heads of Sixth Form**

The Director of Sixth Form will have regular meetings with his/her Deputies in order to ensure that policy is carried out effectively and that the Sixth Form is treated equally on both sites. He/she and Deputies draw up the annual Sixth Form Development Plan with the approval of the tutors and lead the relevant working parties.

(d) **Leadership of Sixth Form Tutors**

The Director of Sixth Form assists in the appointment of the team of Sixth Form Tutors, whom he/she leads, and decides the allocation of students to Tutors. He/she ensures that the Tutors are appropriately trained and that they carry out their tasks effectively. He/she chairs meetings of the entire Sixth Form Team twice during each term.

(e) **Professional Review and Development**

The Director of Sixth Form conducts the Professional Review of the Deputy Heads of Sixth Form, the UCAS Co-ordinators, the S6 Secretary and the Mandarin teacher on a 3-year cycle and is responsible for monitoring targets agreed as part of the process. He/she also contributes to the Professional Review of the Sixth Form Tutors, as required.

(f) **University Entrance/Preparation**

The Director of Sixth Form will interview all Sixth Form students when they have completed their UCAS form, but before they are dispatched by the UCAS Co-ordinator. This meeting will also provide a focus which will ensure that the Director of Sixth Form gets to know each individual within the year.

The Director of Sixth Form will oversee the programme for Oxbridge candidates.

The Director of Sixth Form will oversee the arrangements for student mock interviews.

(g) **Curriculum in the Sixth Form**

The Director of Sixth Form liaises closely with Directors of Studies in identifying curricular needs of students in the Sixth Form, ensuring that each student has a satisfactory educational programme for the year which will also equip them for applying to university, for apprenticeships, for a GAP year or for a job. He/she alone will consider requests for S6 subject changes and liaises with the relevant timetabler and SQA Co-ordinator to effect these.

(h) **Post Results**

The Director of Sixth Form will be on hand when the SQA results are published in August in order to assist those students who have missed their conditional offer or who are looking at Clearing.

(i) **Results Analysis**

The Director of Sixth Form will provide analysis of the S6 external examination results for the Principal in August.

(j) **Recruitment to the Sixth Form**

The Director of Sixth Form will be responsible for creating the appropriate image for the Sixth Form and for marketing the Sixth Form outwith the school. He/she will work with the Marketing Department and also the S6 Secretary on admissions throughout the year. He/she will be involved in the smooth induction of new students. He/she will oversee the S6 website and coordinate fliers and other promotional material for the Sixth Form.

(k) **Welfare of Students**

The Director of Sixth Form will oversee all pastoral and well-being arrangements in the Sixth Form and the delivery of PALS and General Studies courses in close liaison with the PALS Co-ordinator. He/she will also liaise closely with the Child Protection Officers and meet with them on a regular basis. He/she will ensure a smooth transition from S5 to S6 and gather sensitive information from the HoHs, via the S6 Deputies which can be relayed to the new S6 Tutors. He/she will maintain the on-line pastoral record for the year group through 3Sys.

(l) **Sixth Form Centres**

The Director of Sixth Form and his/her Deputies will be responsible for oversight of the running and improvement of both Sixth Form Centres (Common Rooms and Study Areas), their fabric, maintenance and facilities.

(m) **Report Writing**

The Director of Sixth Form is responsible for overseeing formal reports and interim/Boarders reports throughout the year group and for drawing to the attention of relevant parties any concerns about or special needs of individual students. He/she monitors subject report writing by S6 staff and tutors and ensures that low performing students are given a supplementary programme where necessary.

(n) **Parents' Evenings**

The Director of Sixth Form is responsible for organising and overseeing the formal S6 Parents' meeting, the S6 Tutor/Tutee/Parent Day and the S5 UCAS Evening. Via the S6 Deputy for SMC he/she will also oversee the Induction Days in June and August.

(o) **Major Events**

The Director of Sixth Form is responsible for drawing up an appropriate calendar of social and other special events for the Sixth Form, for organising and overseeing such events, including a Christmas Ball, Burns Supper, Leavers' Ball, Alton Towers Trip.

(p) **Prefects**

The Director of Sixth Form plays an important role in the election and appointment of the Head Boy/Head Girl and Deputies. He/she and his/her Deputies are responsible for the training and oversight of the duties of all the Prefects on both sites.

(q) **Colours Committees**

The Director of Sixth Form is a member of the Colours Committees and is responsible for seeking student Colours nominations.

(r) **Extra-Curricular Activities**

The Director of Sixth Form endeavours to ensure that students are adequately involved in the extra-curricular programme available to them and to encourage students to contribute to the schools' community service programme.

The Director of Sixth Form will contribute to the extra-curricular programme.

(s) **Mandarin**

The Director of Sixth Form will ensure that a short course in Mandarin and Chinese culture is delivered by a Mandarin Teacher once a week (2 hours).

(t) **Management Responsibilities**

The Director of Sixth Form, along with the rest of the management teams, is involved in a number of duties (eg lunch patrol, rugby/hockey duty on Saturday mornings and greeting guests at evening events throughout the year).

(u) **Sixth Form Tutor**

The Director of Sixth Form is also a Sixth Form Tutor

(v) **Teaching**

The Director of Sixth Form will have a teaching commitment of six hours per week.

(w) **Other**

The Director of Sixth Form undertakes additional, relevant duties as delegated by the Principal.

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.

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.

The closing date is 12 noon on Friday 7 December 2018.