

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

## **STEWART'S MELVILLE COLLEGE**



## **APPOINTMENT OF TEACHER OF ECONOMICS AND BUSINESS MANAGEMENT**

### **THE SCHOOL**

Stewart's 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 whiteboards 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 follows its own curriculum prior to examination years. The Curriculum for Excellence is not followed. 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 Economics and Business Studies Department consists of two teachers. Both the main teaching rooms are equipped with an ActivPanel 75" 4K screen and all teachers have use of their own touch enabled laptop.

Economics is taught from S3 (Year 10) to Sixth Form. Pupils follow the National 5 course that they sit at the end of S4 (Year 11); all pupils are expected to complete at least one social subject at this level. Pupils are taught Economics to Higher (S5 – Year 12) and Advanced Higher (S6 – Year 13) levels, taken in the Sixth Form and the Scottish equivalent of 'A' level. Higher level Business Management is available in the Sixth Form in a co-educational twinned arrangement with The Mary Erskine School; some boys will follow the National 5 course in S5 before taking Higher Business Management in the Sixth Form.

The Department has a consistent record of academic excellence, particularly in Higher and Advanced Higher Economics and the contemporary application of the Economics courses is always given emphasis in the teaching programme.

## **THE POST**

This is a permanent, full-time post commencing in August 2018. The successful candidate will be accountable to the Head of Economics and Business Management at Stewart's Melville College. He/she will be expected to teach Economics and Business Management at all levels up to and including Higher level with the possibility of Advanced Higher Economics for a suitably experienced candidate. The Department is seeking an enthusiastic teacher with good academic qualifications in Economics and Business, able and willing to make full use of the resources available within the Department whilst also taking a leading role in the School's Young Enterprise Scheme. He/she will also be the link teacher on the Merchant Company Education, Liaison and Enterprise Committee (ELEC), which meets three times per year.

A generic job description for a teacher 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**

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](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 2 March 2018.**

## **Job Specification for a Classroom Teacher in Erskine Stewart's Melville Schools (Updated November 2007)**

*Every teacher in the Schools is expected to possess, or work towards possessing, the competencies and skills which are recognised nationally by the GTC and in accordance with the Schools' policies. These competencies and skills are listed below.*

*Teachers are expected to respond to the needs of the subject department (Senior School) or year group (Junior School) by following reasonable instructions from their Head of Department or Year Group Leader.*

### **Curriculum Content**

- ◆ demonstrate a sound knowledge of, and practical skills in, the subject or subjects forming the content of his or her teaching, at a level which allows him or her to stimulate and challenge pupils, and to recognise and address barriers to pupils' learning specific to the subject being taught.
- ◆ be able to play his or her full part in developing pupils' skills in literacy and/or numeracy.
- ◆ be able to use ICT and appreciate how to apply it effectively in learning and teaching (once trained).
- ◆ to contribute to the personal and social education of pupils within the Schools.
- ◆ with colleagues, be able to plan and prepare coherent teaching programmes and lessons, including homework, which ensure continuity and progression in children's learning.
- ◆ have a knowledge of the learning process, curriculum issues and child development.

### *Communication and approaches to teaching and learning*

- ◆ be able to motivate and sustain the interest of all children in a class.
- ◆ explain to and communicate with children clearly and in a stimulating manner.
- ◆ question children effectively, and respond to their questions and support their contribution to discussions.
- ◆ employ a range of teaching strategies, including use of homework to reinforce and extend work in class, and be able to select strategies appropriate to the subject, topic and children's needs.
- ◆ select and use in a considered way, and in a number of different learning and teaching situations, a wide variety of resources.
- ◆ demonstrate the ability to teach individuals, groups and classes.
- ◆ set expectations and pace of work which make appropriate demands on all children and ensure that more able and less able children are effectively challenged.

- ◆ identify and respond appropriately to children with difficulties in learning and recognise when to seek further advice in relation to their specific educational needs.
- ◆ respond appropriately to cultural, gender, linguistic, religious and social differences, and to disabilities among children.
- ◆ encourage children to take initiatives in, and become responsible for, their own learning.
- ◆ work co-operatively with other professionals and adults in the schools.
- ◆ set an example to children in conduct and appearance.
- ◆ evaluate and justify the approaches taken to learning and teaching.

## **Classroom Organisation and Management**

- ◆ be able to organise classes and lessons to ensure that all children are productively employed when working individually, in groups or as a class.
- ◆ be able to demonstrate knowledge about, and to apply, the principles and practices which underlie good discipline and which promote positive behaviour.
- ◆ be able to create and maintain a stimulating, purposeful, orderly and safe learning environment for all children.
- ◆ be able to manage children's behaviour fairly, sensitively and consistently by the use of appropriate rewards and sanctions and know when it is necessary to seek advice.
- ◆ demonstrate a knowledge of, and contribute to, strategies to prevent bullying.
- ◆ be able to evaluate and justify actions when managing children's behaviour.

## **Assessment**

- ◆ demonstrate an understanding of the principles of assessment and the different kinds of assessment which may be used.
- ◆ be able to assess children's attainment in line with the Schools' policy and against national standards where assessment leads to certification.
- ◆ be able to monitor, assess, record and report on aptitudes, needs and progress of individual children.
- ◆ be able to provide children with constructive oral and written feedback on their progress on a regular basis.
- ◆ be able to use the results of assessments to evaluate and improve teaching and to improve the standards of attainment.

## National and Whole School Issues

- ◆ demonstrate an understanding of the Scottish educational system.
- ◆ demonstrate a knowledge of and uphold and support Schools' policies, Schools' Development Plans and his or her Department's Development Plan.
- ◆ demonstrate a working knowledge of his or her contractual, pastoral and legal responsibilities.
- ◆ demonstrate an awareness of his or her responsibilities for contributing to the ethos of the School, for example by promoting positive relationships among staff, parents and children.
- ◆ be able to report to parents about their children's progress and discuss matters related to their personal and social development in a sensitive and constructive way.
- ◆ demonstrate an understanding of the way roles and responsibilities are shared among staff and how to obtain help from staff within the Schools, including those with responsibility for the curriculum, guidance, learning support and staff development.
- ◆ be willing and able to contribute to the extra-curricular life of the Schools.
- ◆ demonstrate an understanding of and adhere to the guidelines in the ESMGC child protection policy.

### *The values, attributes and abilities integral to teachers*

- ◆ be committed to and enthusiastic about teaching as a profession and encouraging children to become learners.
- ◆ be committed to promoting children's achievements and raising their expectations of themselves and others, in collaboration with colleagues, parents and Governors.
- ◆ value and promote the moral and spiritual well-being of children.
- ◆ self-evaluate the quality of his or her teaching and set and achieve targets for professional development.
- ◆ demonstrate the abilities associated with analysing situations and problems, seeking solutions and exercising sound judgement in making decisions.
- ◆ value and promote equality of opportunity and fairness and adopt non-discriminatory practices, in respect of age, disability, gender, race or religion.
- ◆ demonstrate a commitment to undertaking continuing professional development in order to keep up-to-date with and respond to changes in education.