



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

**Merchant Taylors' Girls' School
Liverpool**

Appointment of

Director of Enrichment and Co-Curriculum

For September 2019

Information for Applicants

**Merchant Taylors' Girls' School
Liverpool Road
Crosby
Liverpool
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Director of Enrichment and Co-Curriculum

Responsible to: Headmistress/Deputy Head Learning and Innovation

Responsible for: Director of Music, Head of Drama, DoFE Coordinator, Heads of Houses, Librarian and International Coordinator

Specific Responsibilities

The specific responsibilities of the Director of Enrichment and Co-Curricular include the following. The list is not exhaustive and may change over time as new initiatives evolve. In addition, there will be a teaching load of approximately 12 periods per week. The appointment is not subject specific.

Leadership of the Enrichment Programme

- Co-ordinate and establish a sustainable framework of character education, in liaison with colleagues and aligned with the school's vision and purpose, such that pupils understand how their own involvement in any activities outside the classroom support their personal growth and development, and reflect regularly, usefully, and effectively on their on-going, respective experiences and life-learning
- Develop and coordinate a framework for pupils which helps to develop integral independence of learning through inquiry, critical thinking and develops their research capabilities across MTGS and MTBS
- Introduce and embed Global Perspectives within the curriculum
- Lead, review, and evolve, as appropriate, the core Enrichment activities of the school, the House system, and the International Award, so as to maximise student agency and outcomes within the context of character education and the School's vision and purpose.
- Develop and oversee the school's Oxbridge Programme
- Develop and oversee subject specific enrichment within the Sixth Form to include LCAT, UKCAT, BMAT
- Develop and oversee the Inspire Enrichment Programme for Years 7 - 11
- Develop and oversee the school's programme for scholars in Years 7 – 11 and the Harrison Scholars in the Sixth Form
- Work in partnership with the EPQ Coordinator to help develop and manage the EPQ programme within the school

Leadership of Co-Curricular provision

- Demonstrate a strong personal commitment to the Co-Curricular provision at the School
- Develop and maintain a broad, enriching and high-achieving co-curricular programme high levels of student participation
- Contribute pro-actively and positively towards the School's intention to promote and enable student feedback on the Senior School's curricular and co-curricular programmes, intending to help maximise benefit, outcome, and impact at student level.
- Plan and oversee the School's co-curricular calendar liaising with a range of staff on the planning and scheduling of key events.
- Develop, monitor and update all policies and risk assessment procedures relating to the co-curriculum.
- Oversee and develop the educational value and benefit of the co-curriculum across the key areas listed below

- Monitor and evaluate student and staff participation in the co-curriculum
- Ensure sufficient levels of well-qualified staff to enable students to participate most effectively in these activities
- Line manage Director of Music, Head of Drama, Head of DofE and CCF
- Chair meetings and set the agenda for Co-Curricular Committee meetings
- Embed educational links with Merchant Taylors' Boys' School and with MTPS
- Maintain strong understanding of national developments in education
- Oversee and monitor the running of the DofE Award Scheme and outdoor education programme
- Develop and enhance community service as a central experience for all pupils at the School
- Develop and enhance outreach and community relations

Leadership of Music and Drama

- In consultation with the Directors of Music and Drama, planning a coherent programme for the Performing Arts both in terms of major events and ongoing activities
- Ensure that the range of provision in the arts affords opportunities for pupils to express themselves and gain experience of performing to an audience thus promoting self-confidence.
- Seeking to maximise opportunities for all as well as ensuring those students with particular ability are stretched

Leadership of the House System

- Oversee and monitor the running of the House System
- Seeking to maximise the opportunities of pupil participation through a series of events both sporting and cultural
- Co-ordinate staff and student involvement in any specific inter-house events.

Leadership of International opportunities and outreach

- Liaise with parents and outside agencies, as appropriate, to develop positive and productive relationships with the School's external community.
- Line manage the International Coordinator
- Develop and manage in partnership with the International Coordination an international exchange programme for pupils
- Liaise with a variety of external third parties and community stakeholders to enhance community cohesion and broaden the School's sphere of influence and, further raising its profile and enriching its provision through meaningful partnerships which provide educational value. For example, developing links with sports clubs, working with community art, drama and music groups, etc.
- Through a variety of activities and initiatives, actively promote citizenship throughout the School to ensure pupils and staff take their social responsibility seriously both now and in the future.

Educational Visits Co-Ordinator

- Responsible for the efficient administration, organisation and delivery of all aspects of a safe educational visits process

- Liaise with all activity and trip organisers to ensure their supervising teachers and adults are aware of their responsibilities and have taken all reasonable steps to safeguard the welfare of the students
- Ensure the correct and thorough completion of all necessary risk assessments
- Organise and provide staff with the necessary training and updates

Operational Matters

- Publicise the co-curriculum to parents and pupils and work with the Marketing Department to ensure that its successes are communicated to the benefit of the School and its pupils.
- Manage the co-curriculum budget effectively.

Strategic Plan

- Retaining oversight of the implementation of the School's Strategic Plan, including through the development and monitoring of annual development plans
- Co-ordinating the reporting of progress towards the Strategic Plan and as required, to the Board of governors

Staff Development

- To act as line manager for teaching and support staff where relevant to the pastoral system or wider leadership responsibilities within your remit undertaking performance management reviews yearly in conjunction with the school's policies and procedures
- Undertake regular evaluation of staff progress towards agreed improvement objectives through the school's appraisal, performance management and line management policies, practices and procedures
- Utilise the school's observation procedures to monitor practice of staff and students, and follow up observations with a discussion on progress and areas for improvement
- Contribute positively to your own appraisal, performance management and line management
- Participate in the selection, interviewing and appointment of staff

General responsibilities

As a member of the SLT, the post holder is also expected to undertake the following general responsibilities:

- Be part of the interview team for new members of the teaching staff, and as require, new members of professional services staff.
- Contribute to the Admissions process, including all assessment days, Open days, offer holder days, Induction and familiarisation events
- Manage and/or investigate processes under relevant school policies (e.g. Complaints Policy, Capability Policy, Probation Policy), at the direction of the Headmistress
- Attend school events
- Provide relevant contributions for the School's Strategic Development Plan, annual development plan and inspection documentation

In line with all members of School staff, the post-holder is also expected to undertake the following general responsibilities:

- Work towards and support the School's vision and objectives, as outlined in the School's Strategic Plan
- Support and contribute to the School's responsibilities for safeguarding pupils
- Work within the School's Health and Safety Policy, to ensure a safe environment for all staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and maintain positive and courteous relationships with staff, pupils and parents
- Engage actively and positively in the performance review process
- Undertake other reasonable duties, as directed by the Headmistress, as required from time to time

Personal profile

Essential:

- Experience in a leadership role, in a HMC/GSA or similar school.
- Someone who "knows the girls well" and is passionate about their welfare.
- The ability to co-ordinate the work of colleagues and support staff at all levels,
- An open-mindedness and ability to manage change.
- Sensitivity, a high profile/a high visibility and a sense of humour!

Desirable:

- Confidence to lead INSET.
- Experience of managing teams.
- ICT literacy – comfortable handling data.

Benefits

We are looking to appoint from September 1st 2019.

The salary that we are willing to offer to the right candidate will be highly competitive and in accordance with the leadership point commensurate with their experience.

You can enjoy the following benefits in connection with your employment:

- Membership of the Teachers Pensions Scheme
- Shorter term dates resulting extended holiday periods
- Remission of school fees should your children attend any of the Merchant Taylors' Schools in Crosby
- Free use of our on-site gym and leisure facilities via the Ian Robinson Sports Centre
- Off road parking within the School grounds
- Cycles to Work Scheme

Please note, that as an independent school we are not aligned with the Conditions of Service for School Teachers in England and Wales

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or

potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Child Protection Officer or to the Head Teacher. The post holder must possess an enhanced DBS check.