



APPOINTMENT OF HEAD OF STEWART'S MELVILLE COLLEGE JANUARY 2021

ERSKINE STEWART'S MELVILLE SCHOOLS



*A unique family of independent
schools for boys and girls*





Erskine Stewart's Melville Schools (ESMS) is seeking to appoint a visionary and inspirational leader as the Head of Stewart's Melville College. This is an opportunity to lead an outstanding school with passionate and committed staff who strive for excellence.

You will inherit a sector leading independent school, with a strong pioneering culture and you will have the personal drive to create your own legacy of excellence, developing the School for the next generation.

The Head of Stewart's Melville College will play a major role on the Senior Management Team, supporting the Principal and Governing Council in leading ESMS strategically.

You will provide visionary leadership and will demonstrate exemplary management skills in the day to day running of the School. You will assist with recruitment and staff development, quality assurance of all teaching and learning, and the provision of effective communication with all stakeholders, as well as ensuring the social wellbeing and academic growth of all children.



OUR HERITAGE

Established 150 years ago, Stewart's Melville College is the story of two very different men from contrasting periods in Scotland's history.

Daniel Stewart was the son of a poor farm worker who went on to become a successful businessman, he left money in his will to found a school, Daniel Stewart's College, for boys of the deserving poor in Edinburgh. Robert Cunningham was a forward-thinking educationalist and philanthropist, in 1832 he set up a school that would later become Melville College.

Daniel Stewart's College and Melville College merged in 1972 to become Stewart's Melville College, in 1978 the School merged with The Mary Erskine School to become part of Erskine Stewart's Melville Schools, a diamond school with a co-educational Junior School and closely twinned senior schools and a co-educational Sixth Form.

Stewart's Melville College continues to honour the memory of its two founders by supporting children on lower incomes, through our bursary provision and offering a rounded, pioneering education to all its boys.

“A place where excellence in and out of the classroom is encouraged, values are strong, loyalty is fierce and success is celebrated.”

Linda Burns, SMC parent



OUR SCHOOL

Stewart's Melville College is proud to be one of Scotland's leading schools, teaching 780 boys aged 12 to 18. It is part of Erskine Stewart's Melville Schools (ESMS), a vibrant, friendly, family of schools set in beautiful grounds in the heart of Edinburgh.

Stewart's Melville College is best known for its rounded education with outstanding academic results, strong pastoral care, extensive extra-curricular activities and a varied outdoor learning programme. This all-round approach gives every boy the opportunity to excel. The School has won a number of awards and this year it was a finalist for the Boys' School Independent School of the Year Award.

Stewart's Melville College is part of a diamond model. Boys and girls are educated together at ESMS Junior School and when they are ready for senior school, boys move to Stewart's Melville College and girls to The Mary Erskine School. The senior schools are in separate locations but closely twinned. At Sixth Form, the boys then return to a co-educational learning environment giving pupils the best of both worlds.

The School fosters ambition in and outside the classroom and the staffroom, encouraging pupils and staff to work hard and grab every opportunity to fulfil their potential. Teachers are supported to be the best in their field and the boys leave the school as accomplished, resilient adults, grounded by the nine school values and determined to make a positive mark on the world.

ESMS is rare amongst Edinburgh day schools in offering Boarding to girls and boys between the ages of 10-18. Dean Park House, our co-educational Boarding House on the Queensferry Road site, offers boarding facilities in a family setting with excellent pastoral and academic support for our boarding students.



PASTORAL CARE

Stewart's Melville College has a reputation for strong academic results and we are proud of this but it is the wellbeing of our pupils that we use to benchmark our success. It sits at the centre of everything we do and is a priority for every member of staff. We build close relationships so that every boy is known, nurtured, supported, respected and included. We take the time to understand how to uncover their true potential, in whatever area of school life that may be.

The School has embraced the Scottish Government framework for "Getting It Right For Every Child" (GIRFEC) and we have strong and committed guidance teams who help pupils to find their voice and develop a true sense of identity. The senior schools also employ a school counsellor who is on hand to offer pupils confidential support on any personal matter they wish to discuss. This whole school approach helps our pupils to thrive and equips them with the vital skills they need to manage life's challenges.

EXTRA-CURRICULAR

At Stewart's Melville College we pride ourselves on our holistic approach to education, placing equal emphasis on opportunities inside and outside the classroom. We offer over 90 clubs and societies as well as wide-ranging opportunities in sport, music and drama, outdoor learning, trips and community involvement. This unrivalled extra-curricular programme gives every boy the opportunity to discover his talents and to develop them to the full.

"I'm always amazed at the huge number of activities that take place in any week on campus. There really is a club, past-time or social group for every type of person here."
Archie Millar, English Teacher and Middle School Tutor



CURRICULUM

The educational philosophy at Stewart's Melville College is to encourage pupils to discover and develop their natural talents while instilling the belief that with hard work and commitment they will fulfil their potential.

We have a traditional Scottish curriculum that provides children with a rounded education and the core knowledge, skills, experience and vocabulary they will need to excel in life and navigate the world in which they live. A culture of innovation runs through the School, inspiring teachers and pupils to think differently and creatively.

We keep our timetabling flexible so that we can offer a wide range of subjects and a wide range of subject combinations, enabling pupils to continue with the subjects that they enjoy. Pupils are also provided with opportunities to excel beyond the curriculum.

Our outcomes speak for themselves with strong results every year across the curriculum.

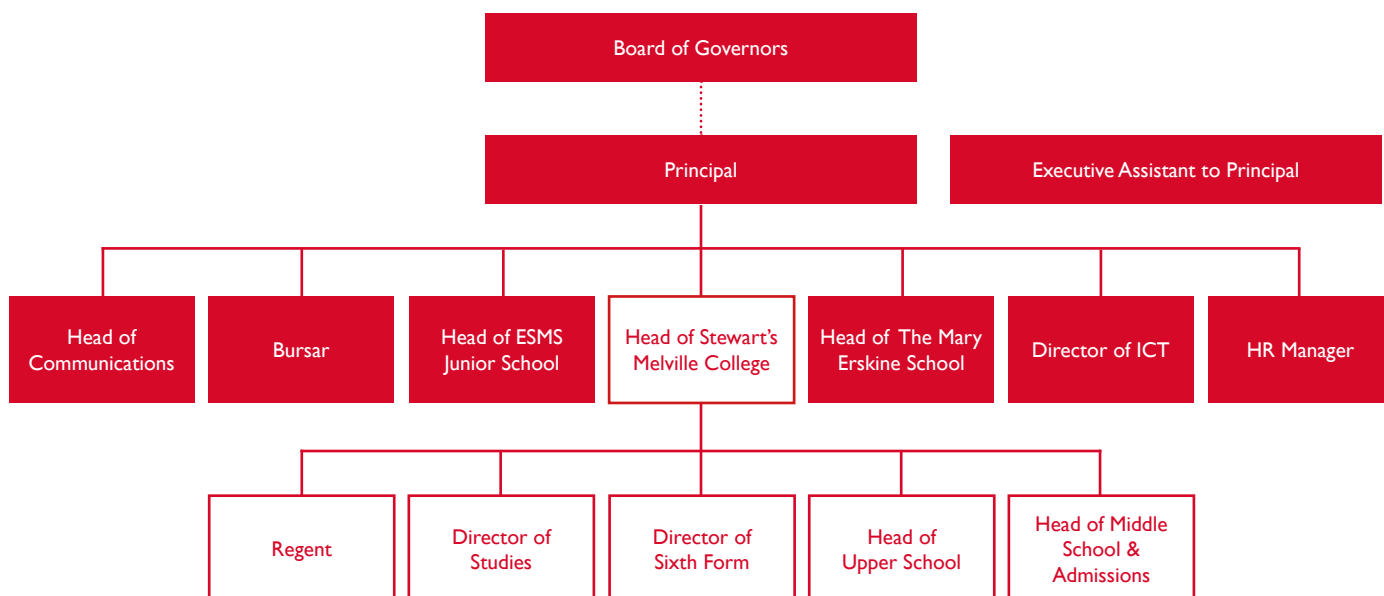
ESMS students go on to study in universities all over the UK and across the world. This year our pupils' destinations include Glasgow, University College London, London School of Economics, Cambridge and Harvard.

“SMC is not just a school, it is much more than that. The memories and opportunities I have gained from being a pupil here will stay with me for life.”

Jamie Croll, Class of 2021



ESMS MANAGEMENT STRUCTURE



GOVERNANCE

ESMS is one of two independent schools in Edinburgh which is part of The Royal Merchant Company of Edinburgh. The Edinburgh Merchant Company Education Board is the registered charity, which is responsible for overseeing the work of two Governing Councils, one covering ESMS and the other covering George Watson's College.



THE POST

Function

The Head of Stewart's Melville College (SMC) is responsible for ensuring the successful and efficient day-to-day operation of the School, as well as providing overall management for all teaching staff. They will deputise for the Principal as required and are responsible for supporting the delivery of strategies in the Development Plan and directives from the Governors.

The Head of SMC will provide strong operational leadership and financial understanding to ensure business continuity and teaching services.

Accountability

The Head of SMC reports directly to the Principal.

Relationships

The role has significant leadership elements and requires exceptional people management skills: diplomacy, empathy, patience and tolerance. The Head of SMC works closely with the Principal, line manages all teaching staff and liaises with the SMC Management Team on a regular basis. They will be an active member of the ESMS Senior Management Team and will work closely with the Governing Council. They will also liaise with key SMC students including the School Captain and School Officers.

RESPONSIBILITIES

Vision and Values

- Ensuring the vision for the School is clearly shared and understood by all stakeholders
- Working within the School community to translate the vision into measurable objectives and plans which will sustain improvement
- Living the ESMS vision and values
- Leading innovation, creativity, and technology to drive standards upwards.

Working with Others

- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensuring effective planning, delegation, and support of responsibilities
- Celebrating the achievements of individuals and teams
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for own personal development and that of staff.

Managing the School

- Leading a structure which supports the values and targets of SMC
- Producing development plans
- Managing the School's human resources effectively through collaborative working relationships with the HR function
- Recruiting and retaining staff to ensure the vision and goals of SMC are met
- Supporting the implementation of effective performance management systems for all staff
- Using a range of appropriate technologies to run the School
- Placing safeguarding at the centre of the School operations, and ensuring all adults are aware of their responsibilities for safeguarding and child protection.

Community

- Creating positive equality, diversity and inclusion strategies within the School community
- Collaborating with the School community and agencies to deliver appropriate opportunities
- Communicating clearly with parents to engender a climate of mutual support
- Working in collaboration with other independent schools to promote effective initiatives and share best practice
- Ambassador for the School and plays an active role in the wider community
- Represents the School at a variety of external events.

Teaching and Learning

- Ensuring a school-wide focus on achievement for all students
- Leading a culture of challenge and support to allow every student and member of staff to be the best they can be
- Demonstrating high expectations for the whole school community, including for themselves
- Developing strategies that support the highest standards of engagement and attendance
- Monitoring classroom practice and promoting improvement
- Challenging under-performance and ensuring follow-up
- Delivering up to 6 hours teaching of their specialist subject.

Accountability

- Working with the Senior Management Team and reporting to the Governing Council to discharge their responsibilities
- Ensuring individual staff responsibilities are clearly defined, monitored and reviewed
- Produce the annual Standards and Quality report
- Reflecting on personal contribution to school performance and accepting feedback from others.

PERSONAL SPECIFICATION

- A leader who inspires the values of trust, transparency, inclusivity and respect
- Highly developed human skills displaying diplomacy, patience, empathy and tolerance
- Excellent written and verbal communication skills
- Flexible, strategically-minded and solution-focused in approach
- High level decision-making skills
- Sets high expectations for themselves and others, able to work under pressure and expects to lead by example
- Able to self-evaluate and willing to learn
- Commitment to continuous professional development
- Commitment to fully inclusive education and equality of opportunity
- Inspires, challenges, motivates and empowers others to develop a shared vision and drive forward progress.

Experience and Qualifications

- Qualified teacher status and GTCS registered
- Evidence of extensive leadership, preferably within the independent sector
- Experience of leadership in a senior school setting
- Track record of successful teaching of students of all abilities.

Professional Track Record

- Track record of improvement of teaching and learning across the School
- Evidence of a commitment to achievement for all
- Clear record of commitment to a fully inclusive education environment
- Experience of leading whole-school improvement planning
- Works successfully with all stakeholders to maintain strong community relationships
- Setting of the highest expectations for self and others
- Ensures equality of opportunity for staff and students.

Leading and Managing the Organisation

- Leads from the front and by example
- Experience of managing change
- Has courage and flexibility to identify and implement change effectively
- Actively practices performance management of self and their staff
- Plans, prioritises, organises and delegates
- Has strong analytical skills.

Lead Learning and Teaching

- Excellent understanding of what makes effective teaching and learning
- Creates a personalised learning culture within the School
- Researches, develops and implements models for learning and teaching
- Monitors and evaluates performance, celebrates excellence and challenges poor performance
- Undertakes school evaluation.

Shaping the Future

- Drives the definition and implementation of change on the school and individuals
- Inspires, challenges, motivates and empowers others to develop a shared vision
- Leads with vision and creativity
- Has sound strategic planning skills
- Competent with the use and impact of new technologies on teaching.

Personal Qualities

- A love of learning in an independent school setting
- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in all staff and pupils
- A desire for fairness, dignity, and respect in every interaction
- Excellent self and time-management skills
- The highest level of personal integrity.



LIVING AND WORKING IN EDINBURGH

Edinburgh is a dynamic city with a global reputation as a great place to live and work. With its safe, clean streets and friendly residents, Edinburgh offers an impressive quality of life.

The city is surrounded by historic architecture, rich culture and some of the most beautiful hills and beaches in the country, offering the opportunity for a wide range of cultural and outdoor pursuits from visits to museums and art galleries to hillwalking, skiing and water sports.

Edinburgh has rail links to most major UK cities and there is an excellent rail network connecting Scotland. Commuting to Edinburgh by train is also a popular option, with many people travelling from Glasgow and Livingston, and others from Stirling, the Scottish Borders or Falkirk.

“The most beautiful of all the capital cities of Europe.”
Sir John Betjeman

TERMS OF APPOINTMENT

The successful applicant will take up the appointment in August 2021.

The post holder shall work such hours as are necessary for the proper fulfilment of their duties. They are expected to play a full part in the life of ESMS: teaching and attending evening events and functions (including Saturdays and occasional Sunday commitments).

The post holder will be based on the Stewart’s Melville College Campus in the heart of Edinburgh.

The Governors will offer an appropriate and competitive remuneration package to the successful candidate reflecting the standing of the role. A relocation package will be offered.

ESMS is an Equal Opportunities employer and we welcome applications from all sections of the Community.

We are committed to safeguarding the welfare of children and the appointment will be subject to membership of the PVG Scheme. The appointment will also be subject to satisfactory references.



THE PROCESS

The deadline for applications is Friday, 5 February at 12.00pm. A letter of application addressed to the Principal, Mrs Linda Moule, along with a full CV and the names and contact details of three professional referees, one of which should be your current or most recent employer, should be sent to recruitment@esms.org.uk. References will be sought prior to interview.

Following a review of applications, selected candidates will be invited to attend a first stage interview on Monday, 22 February on Microsoft Teams. Candidates not being taken forward to interview will also be notified. Following the first stage interview, a shortlist of candidates will be invited for second stage interviews during week commencing 1 March on Microsoft Teams. A selection will then be made and an opportunity provided for final stage candidates to tour the school and to meet further members of the School Management Team.

Any enquiries about this position or the recruitment process should be directed to Jenny Mallinson, HR Advisor, at recruitment@esms.org.uk.

RIGHT TO WORK

ESMS is able to sponsor the employment of international workers in this role. If successful, an international applicant requiring sponsorship to work in the UK will need to apply for and secure a Tier 2/Skilled Worker Visa.

“ESMS is a welcoming place to work, with supportive and friendly colleagues who strive for excellence every day. The sense of community is exceptionally strong.”

Lauren Thow, SMC Librarian

www.esms.org.uk



ESMS

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