



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



Information Pack

Teacher of English (potentially 2i/c)

Closing date: Midday, Monday 25th March

Interviews: Friday 29th March

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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



TEACHER OF ENGLISH

General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. It educates boys from 7 – 18, and girls in the Sixth Form.

The Role

The school is seeking to appoint a well-qualified Teacher of English from 1st September 2019 to teach bright and enthusiastic pupils from Year 7 to A Level and Oxbridge. There is potential for the successful candidate to be considered for Second in Charge of the English Department. Further information on the post is included below.



Application Process

Candidates should submit the Application Form for Teaching Staff which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter (shunter@mcsoxford.org). All documentation should be sent no later than **midday Monday 25th March 2019**, and early applications are encouraged. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on Friday 29th March, but reserve the right to interview before this date, and will be in contact with shortlisted candidates by telephone.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We also require sight of relevant original ID documentation and degree certificate(s).



The Department

The English department at Magdalen College School is a thriving, ambitious and stimulating environment where pupils have the opportunity to develop a love of reading and writing in lessons and independently.



Outstanding classroom teaching is supported by a busy enrichment programme which includes the school's creative-writing society and magazine, lunchtime seminars, lectures from visiting speakers, regular theatre trips to Stratford and London, debating, and pupil-led reading groups with other local schools.

Academic standards are high. In 2018, 65% of A Level results were at A* (91% A*/A). At GCSE, 77% of boys gained 8 or 9 in English Literature and 64% in English Language (95% and 83% 7-9 respectively). The subject is a popular choice for university applications; in January 2019 five of our applicants received offers to read English at Oxford and Cambridge, and many more have offers from other leading universities.

English is at the centre of the curriculum at MCS, with all boys taking four periods of English per week in Years 7-10, and five periods per week in Year 11. In the Sixth Form, there are three or four sets in each year-group, and pupils study the subject for eight periods per week.

In the Lower School (Years 7 to 9), the development of the boys' creative and analytical writing skills is driven primarily through the close study of a wide range of poetry, prose and drama texts. Our aim in these years is to foster a love of literature as well as to ensure the boys are well equipped to make the transition to GCSE, where we currently follow the AQA English Language and OCR English Literature specifications. In the Sixth Form, we will begin teaching the Pre-U Literature in English specification in September 2019; the flexibility of our Pre-U course offers teachers and pupils alike extensive opportunities to exploit and develop their passions in the subject, both collaboratively and individually.



The Candidate

The successful candidate will be required to teach English from the Second Form (Year 7) up to Pre-U and Oxbridge preparation and will have the energy, enthusiasm, experience and expertise to contribute significantly to this successful department.

The Teacher of English will report to the Head of English, and ultimately to the Master via the Deputy Head (Education Development).



Candidates short-listed for interview will be asked to teach an observed lesson when they come to the school. They will also be required to bring with them the necessary ID documentation and degree certificate(s), all of which must be originals. Further information on the observed lesson and documentation required will be provided with the invitation to interview.

In a lively day school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, CCF or other activities, is always advantageous.



There is potential for the successful candidate to be considered for the role of Second in Charge of the English Department. Main responsibilities include:

Working with the Head of Department to oversee all aspects of delivery of GCSE/KS4 within the department

- Overseeing curriculum, schemes of work and shared resources
- Liaison with exam boards, including attendance at regional meetings and, if possible, public examining at this level
- Speaking and Listening administration and moderation
- Setting and coordinating the marking of internal exams, including mocks
- Arranging trips to bolster the curriculum
- Monitoring and responding to developments in the subject at this level through INSET, professional networks, keeping abreast of education research and policy
- Assisting the Head of Department in analysing exam results and processing reviews of marking
- Establishing and overseeing a programme of revision classes/clinics for 5th form

Contributing to developing and modifying the KS3 curriculum

- Having an involvement in monitoring and responding to developments in the subject, including in areas such as teaching grammar and punctuation, teaching vocabulary, literacy, incorporation of drama into the curriculum, promoting and rewarding reading, and developing creative and persuasive writing resources
- Working with the Head of Department to ensure that the KS3 curriculum prepares pupils well for GCSE and beyond, with a particular focus on the transition between years 9 and 10
- Taking primary responsibility for the syllabus and assessment of one KS3 year

Playing a central role in extension provision across the school and/or Oxbridge preparation and/or the department's outreach activities

Interviewing prospective pupils at 11+, 13+, 16+ as required by the Registrar, and contributing to the setting and marking of entrance exams

Deputising for the Head of Department at meetings and events as reasonably required



Benefits

MCS currently has its own salary scale, and salaries are substantially more generous than those in the maintained sector; there is also a relocation allowance on a sliding scale, by agreement with the Master and Bursar, and dependent on current location. The school also operates a cycle to work scheme, and travel loans are available. The school subscribes to the Teachers' Pension Scheme, in which all teaching staff are auto enrolled – there is, of course, an opt out, should this be preferred.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.



Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. There is also a quiet room located close to the SCR where staff can work and study. Tea and Coffee are served in the SCR at morning break, Lunch is provided in the Dining Hall, and cakes and cut fruit are available in the SCR at the end of the school day. Staff socials, guest nights and Master's Drinks are regular features of each term.



Professional Development

The school places a significant emphasis on the professional development of all staff. A half termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate.

The Teaching & Learning group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques. There is also a programme of Learning Lunches each term for colleagues to share good practice. Colleagues who have been teaching for more than seven years (including a minimum of three years' service at MCS) may make an application for study leave for the second half of the Trinity term.



Waynflete Teaching Certificate

The School aims to offer teaching staff joining the school without a teaching qualification (UQT's) the opportunity to develop their teaching craft and reflect on their professional practice through a structured programme of training and support. For such colleagues, the school offers the Waynflete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.

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Additional Information

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the term preceding their arrival to the Usher (Senior Deputy Head) for a parking space. If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.