Supply Teacher Preparatory School

Information for Applicants

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Manchester High School for Girls

A Manchester High School Girl is known by her confidence and compassion. She is bright and passionate with a love of learning and is ambitious for herself and others. She is a kind, caring, well-rounded individual who wants to make a difference.

Our girls are remarkable.



Mrs Helen F Jeys – Head Mistress

At MHSG, we have been helping pupils achieve their potential since 1874 and have educated many women, who have made significant changes to our world. We are proud of our reputation for academic excellence but recognise that our extra-curricular opportunities and caring ethos are equally important in supporting our pupils as they become outward looking and forward- thinking young women.

Wellbeing is a priority and we help pupils develop an awareness of their own value as well as their responsibility towards others. We encourage our pupils to develop character; to build resilience, self- confidence and self-esteem so that they can flourish as individuals. We encourage them to aim high and be 'risktakers', embracing the importance of failure and viewing challenges as steppingstones to future progress.

We believe these qualities are fundamental for happiness and success both at school and in the world beyond Manchester High.

Our pioneering alumnae epitomise our approach. From the Pankhurst sisters who fiercely campaigned for women's voting rights, through to today's leaders, such as Deputy Political Editor of ITV News, Anushka Asthana, Catherine Mayer, Cofounder of the Women's Equality Party and Dr Kotska Wallace, Principal Engineer at the European Space Agency, our pupils go on to make a real difference.

Manchester High School for Girls does indeed have a long and distinguished history but we strongly believe an even more exciting future lies ahead.

Manchester High School for Girls

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and is amongst the top schools nationally.

For over 150 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the School has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The School takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the School has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The School is a nondenominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association and of the Association of Governing Bodies of Independent Schools. Since 1893, the School has provided means tested financial support for a significant number of girls. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance.

The girls are drawn from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the girls to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Entry to the Preparatory School from the age of three and sometimes occasional vacancies are available for entry at other ages. Admisson to the pre-school is by parental interview with the Head of the Prepartoty School.

Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The Senior School caters for girls from eleven to eighteen and the Preparatory School for girls from three to eleven. Most girls in the Preparatory School progress into the Senior School. The majority of our eleven year old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses.

The Preparatory School

The Curriculum and Timetable

The Prep School is academically selective, with entry to Little Ivies, our pre-school based on participation in a 'Come and Play' event and a parental interview. Girls entering Reception to Year 6 are assessed prior to admission.

Our curriculum is ambitious and stretching, combining strong foundations in core subjects with enquiry-led learning across the foundation subjects. PSHE and Computing are taught discretely, with the skills developed embedded across all aspects of learning and school life.

Outdoor Learning is an integral part of the curriculum, with weekly lessons for EYFS and KS1 pupils and a weekly enrichment lesson for KS2. Throughout the year, pupils also benefit from progressive programmes in First Aid, Financial Education, Outdoor Learning, Community Action, Charitable Endeavours, Pupil Voice and DIY. Girls can further extend their learning through an optional Challenge Passport Programme, linked to the school's values and completed both at home and at school.

The school day runs from 8:45am to 3:25pm.

Pastoral Support, Care and Guidance

We have established highly effective systems of pastoral support, with Form Teachers taking a central role in the care and guidance of their pupils. We are committed to providing a nurturing environment in which every girl feels valued, supported and able to thrive.

Many members of staff are Paediatric First Aid trained, and one member of staff is also trained in Mental Health First Aid. The Head of Prep is the Designated Safeguarding Lead (DSL), supported by two Deputy DSLs, who are also Assistant Heads.

Current staffing

The Head of Prep is supported by three Assistant Heads, 16 teachers and 10 Teaching Assistants.

Specialist teaching is provided in Music, PE, Spanish, German, Mandarin and Latin. Two Learning Support Teachers provide advice, support and individual lessons for pupils requiring additional help.

Extra-curricular activities

There is a wealth of extra-curricular opportunity, particularly for a school of our size. Activities are varied and inclusive, ranging from Choir and string ensembles to Taekwondo, Book Clubs, Sewing, Lego and Street Dance, to name but a few. Parents are provided with the extra-curricular programme at the start of term which contains information and instructions on how to sign up their daughters. All staff in the Prep School are required to run one extra-curricular club.

Many clubs take place at lunchtime, with others running after school. A homework club, supervised by teaching staff, is available for KS2 pupils on Tuesday and Thursday afternoons.

Girls also have the opportunity to take LAMDA lessons and individual peripatetic music tuition by arrangement.

Wrap-around Care

The Prep School offers wrap-around care to support families. Breakfast Club runs from 7.30am to 8.00am, while After School Club is available from 3.30pm until 6.00pm.

Development and Marketing Department

The School's Development and Marketing Department is split across the two functions. The marketing side of the team is responsible for overseeing anything related to the Manchester High School for Girls 'brand' and promoting what is on offer here to prospective parents and students through advertising and PR. The team also maintain the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. The team is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling the School to build close working relationships with the Manchester business community and the team also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into…' careers panel events.

Inspection and Future Plans

The Independent Schools Inspectorate (ISI) conducted an inspection of Manchester High School for Girls in April 2024 and the School was found to be fully compliant with all of the regulatory requirements.

A strategic development plan, which runs from 2024-2027, is in place. The School is continuing to work to maintain a culture in which learning is preeminent and in which change is welcomed in the pursuit of improvement.



Agreed Statement of Educational Purpose and Aims

Our purpose

Manchester High School for Girls was founded in 1874 "To impart to the girls the very best education which can be given and to fit them for any future which may be before them".

Today, the School maintains these guiding principles by encouraging each individual pupil to achieve educational excellence over a broad range of subjects and to develop an awareness of her own value and a sense of responsibility towards others.

Our aims

The School aims to:

- Develop an understanding of the value of education as an end in itself and to instil a love of excellence and culture.
- Encourage the achievement of the highest academic standards and individual potential.
- Provide a broad and varied range of subjects and activities offering each girl the opportunity to develop her talents within a single sex school.
- Educate the whole person so that girls leave school with a sense of self-worth, self-discipline, and an ability to contribute with confidence in an increasingly competitive and technological world.
- Draw on the School's social, cultural and religious mix of pupils, to enable girls to live and grow in an atmosphere of mutual respect.
- Encourage qualities of caring, kindness, honesty and loyalty and to foster high moral standards.

The post, job description and person specification

Purpose of Appointment

To provide high-quality teaching and learning across the Prep School, including the Early Years Foundation Stage (EYFS), KS1 and KS2, covering classes as required and ensuring continuity of education in the absence of the usual class teacher.
The successful candidate will be an enthusiastic, suitably experienced and adaptable teacher who is confident working across the full primary age range. They will be able to respond to requests for cover at short notice, quickly establish positive relationships with pupils and colleagues, and uphold the high standards of teaching, learning, pastoral care and professionalism expected within the School.

Classroom Teaching:
The Supply Teacher will be expected to:

- Deliver engaging, well-planned and effective lessons across EYFS, Key Stage 1 and Key Stage 2, up to and including Year 6, as needed.
- Follow the planning and guidance provided by the class teacher, ensuring continuity of learning and progress.
- Demonstrate flexibility and adaptability when teaching different age groups, abilities and subjects.
- Create a positive, stimulating and well-managed classroom environment in which pupils feel safe, supported and motivated to learn.
- Use a range of teaching strategies to engage, inspire and challenge pupils, encouraging them to achieve their full potential.
- Maintain high expectations of pupil behaviour, effort and achievement.
- Adapt teaching and learning activities appropriately to meet the needs of individual pupils.
- Monitor pupil engagement, understanding and progress throughout lessons.
- Promote the School's values and ethos, fostering positive relationships and mutual respect.
- Ensure the health, safety and wellbeing of pupils at all times.
- Liaise with colleagues and provide relevant feedback to the class teacher or Head of Prep at the end of the teaching day.

Working Week: On an hourly basis as required

Salary: Hourly Rates: this will be *pro rata* the following annual salary: £37,476.00

General Responsibilities

- A teacher shall carry out her/his professional duties under the direction of the Head Mistress.
- A teacher shall perform, in accordance with any directions which may reasonably be given by the Head Mistress from time to time, such particular duties as may reasonably be assigned to her/him.
- To carry out any other reasonable request of the Head Mistress.
- The Supply Teacher will be expected to demonstrate flexibility and reliability, including the ability to undertake teaching commitments at short notice and across different year groups.
- The Supply Teacher will adhere to all School policies and procedures, including those relating to safeguarding, child protection, health and safety, behaviour management and professional conduct.
- The Supply Teacher will be willing to undertake relevant safeguarding, child protection and other professional training as required by the School.
- This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

Person Specification

The successful candidate must have the following skills and abilities:

Essential Skills and Abilities	• An honours degree. • Qualified Teacher Status (QTS). • Practical knowledge of National Curriculum requirements. • Experience and confidence in teaching across the primary age range, from EYFS to Year 6. • An excellent classroom practitioner with an imaginative approach to teaching and learning. • A desire to motivate and challenge pupils to achieve their full potential. • Exceptionally well-developed interpersonal skills. • The ability to work effectively as part of a team. • The ability to work calmly under pressure and to relate to a wide range of people within the School. • Flexibility, initiative and the ability to adapt quickly to changing classroom and staffing requirements.

	• A reliable and professional approach, including the ability to respond to requests for cover at short notice. • A rigorously professional approach in all respects. • A sense of humour. • A smart and professional appearance.

Additional Information

Salaries and Other Benefits

- Salary payments will be paid the following month.
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- Tea and coffee are provided at break and at the end of the school day.

Other Information

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no smoking policy throughout the premises, and a smart dress code.
- All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS), which must be cleared before the appointment, is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required to present their examination qualifications for inspection at the interview stage.
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 1998.We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- The School website, www.manchesterhigh.co.uk, is regularly updated and has a wide range of additional information, including the full ISI Regulatory Compliance Inspection reports.

Child Protection & Safeguarding

This role involves contact with children and engagement in "regulated activity" as defined in the DFE document "Keeping Children Safe in Education 2026. A copy of our policy can be found on our website.

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be proactive in trying to identify possible safeguarding issues and will report concerns immediately to one of the School's Designated Safeguarding Leads (DSLs).

Arrangements for Applicants

1. Please apply by submitting to the Head Mistress at **recruitment@mhsg.manchester.sch.uk:**

   • a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children. Applicants should also note that certificates are required for all qualification listed on the application form.

   • a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.

2. The closing date for receipt of applications is **Wednesday 25th of November 2026 at 9:00am.**
3. Interviews will take place in the **week commencing 30th of November 2026.**
4. Unfortunately, we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.


This is
Manchester
We do
things
differently
here. . .