



The Ladies' College  
Guernsey

Work with us - Information for applicants







*The Women's League for Women's Suffrage*  
**VOTES FOR WOMEN**  
ALTERED to Thursday, May 1st 1914  
**MRS. PANKHURST**  
Will speak in the GUILDHALL, GUILDFORD

*celebrating*  
**VOTES FOR 100 WOMEN**  
*years*

**VOTES FOR WOMEN**



## The Ladies' College and its ethos

The Ladies' College, Guernsey is an independent day school for girls aged from 2½ to 18. The College's reputation for academic excellence is well known in Guernsey and the College is proud of the results achieved by its pupils and students in a vibrant, friendly and supportive environment. Well-being sits at the core of the College's ethos, with opportunities and experiences outside the classroom strongly encouraged as a vital ingredient of a rounded, grounded education.

*"The Ladies' College very successfully achieves its aims to create an environment in which pupils enjoy their talents and aspire to be the best that they can be. The quality of pupils' achievements is excellent."* Independent Schools Inspectorate 2016

The College's vision is to give each girl the confidence to develop so that they become young adults who are proactive, positive, caring and resilient, with a growth mind-set. In doing so the College aims to **encourage** each girl to grow in confidence, develop her talents to the full and value the qualities of others; to **create** an environment where each girl can be happy, love learning and make lifelong friends; and to **inspire** each girl to be the best she can be.

The College motto: *fais ce que dois, advienne que pourra* (do what is right, come what may) is reflected every day in the attitude of the dedicated College staff and demonstrated in the hard-working pupils and students. Whilst the staff and girls recognise the importance of having fun, they also understand what they need to do in order for the pupils and students to be inspired to reach their own goals - all whilst actively contributing, in their own way, to the wider community.

*"Fais ce que dois, advienne que pourra"*

Do what is right, come what may

## History

The College prides itself on having a friendly and welcoming environment and it has a vibrancy and energy which is tangible when visiting the school. In part this vibrancy and energy is rooted in the College's rich and varied history, with the College dating back to October 1872, when it was founded to provide an academic education based on Christian values for girls in Guernsey. The College today still holds on to these values. When it was founded, the College was an early example of the pioneering movement in women's education, and this still underpins the work of the College, which remains committed to delivering the best it can in girls' education.





## Location

**The Ladies' College is located on the beautiful island of Guernsey, on a single site on the outskirts of St Peter Port, the main town on the island.**

The College comprises a Pre-Preparatory Department, Melrose (the Preparatory School), the Senior School and the Sixth Form. The Ladies' College, Melrose and the Pre-Preparatory Department are housed in separate buildings from the Senior School and the Sixth Form. There is also a separate Sixth Form Centre known as the Leaf Centre.

Staff speak highly of the College as a place to work and Guernsey as a place to live. Many of the cultural and sporting fixtures are participatory and those who live on the island find that they are actively involved in activities that enrich their lives.

Guernsey offers a completely different way of life. Be prepared for fantastic scenery, beautiful walks and cycle routes and a wealth of things to do. Islanders are extremely proud of the pretty cobbled town of St Peter Port that rises up from the impressive harbour front. Crime is low and people are friendly. Guernsey also boasts stunning views from the cliffs and the cleanliness of both the sea and its beaches is well known. Outdoor living is an important part of being in Guernsey. There is so much from which to choose, both on and off the water, as well as plenty of opportunities to 'island hop' to the other Channel Islands, or travel by sea to France.

Guernsey is part of the British Isles, but not the United Kingdom. It is part of a group of islands, including Alderney, Sark and Herm, which are together called the Bailiwick of Guernsey. The Bailiwick is a Crown Dependency with its own system of government, laws and courts; and Guernsey's Government is known as the States of Guernsey. The island is a thriving international finance centre and offers a wide variety of opportunities for work and leisure.



## Academic Results

Academic results are strong and often considered to be the best on the island. Most importantly, value-added is high, especially at GCSE where an increase of 0.5 is usually seen. The College is proud of these results, as a true reflection of the value of the academic development of each individual in College. This academic development is complemented by many other non-academic achievements

### A-level results 2019 and 2020

	2019	2020*
A*	10.1%	18.4% (13.0%)
A* - A	29.6%	63.1% (44.2%)
A* - B	61.1%	86.5% (76.9%)
A* - C	81.9%	99.3% (94.9%)
A* - E	100%	100%

\*2020 figures represent Centre Assessed Grade (CAG) and Algorithm Grade (AG) combined.

\*Brackets in the 2020 figures show the AG, prior to the acceptance of CAGs.

30/47 students achieved at least ABB in 2020. In 2019 19/50 achieved ABB.

### (I)GCSE results 2019 and 2020

	2019	2020
9 / 8 / A*	57.2%	53.6%
9 - 7 / A* - A	73.2%	71.5%
9 - 6 / A* - B	83.6%	84.9%
5 9 - 4 / 5 A* - C (English & Maths)	96.3%	98.2%
5 A* - C	100%	99.4%

19/57 students achieved all 9s, 8s and 7s (A\*/A grades) or 33% (28% in 2019).

## Inspection Reports

The Senior School and Sixth Form were last inspected by the Independent Schools Inspectorate in October 2016 and achieved the highest rating in each of the eight categories. Melrose had an ISI inspection in 2013 and received the highest rating in each category, save for the governance category, which was rated as good. That category went on to achieve the highest rating in the 2016 inspection.

**“Pupils develop into confident young people as they move through the school.”** Independent Schools Inspectorate 2016

## Admissions

### Entry into the College is through age-appropriate assessment in English and Mathematics.

The College offers an all-through education from 2½ and, typically, all pupils in Form III (Year 6) move into the Senior School. Other pupils and students can join at any time, subject to spaces being available. Most students also remain at College in the Sixth Form. The College has a total of 580 pupils and students in this academic year.

All pupils in Melrose are fee-paying. The Senior School and Sixth Form have a mix of fee-paying students and students with scholarships which are paid for, in full, by the States of Guernsey.

Up until the academic year 2017-2018, Guernsey's education system included selection through 11+ examinations. Through this system, each academic year, the College was allocated 23 Special Places in the Senior School paid for, in full, by the States of Guernsey. Whilst the College still has Special Place Holders in the upper years of the Senior School and Sixth Form, all students joining the Senior School since September 2019 have been fee-paying.

The existing Special Places are still fully funded by the States of Guernsey. In addition to that funding, the College, along with the two other independent schools on the island, receives funding from the States of Guernsey through an agreement. One of the conditions to that agreement is that places are not offered on the basis of academic selection.

From a different perspective, in summer 2020, the College offered three holiday clubs for two weeks for 3 to 13 year olds, immediately after the end of the academic year, offering further support to parents who might otherwise need to find other childcare options. The successful take up of these sessions is an opportunity to consider expanding that offering and continuing to help parents during long holiday periods.





## Melrose, Junior School

Mrs Elaine Ozanne is the Melrose Head Teacher. There are 180 girls in Melrose, including the Pre-Preparatory Department, with single form entry in the Preparatory School. Girls feel motivated enough to aim high, question ideas, take risks and develop as independent learners, driven by their own self-belief.

The Pre-Preparatory Department is led by Mrs Liz Reynolds and she has helped to develop and introduce holiday club provision and “wraparound care”. The latter offers longer hours after each standard pre-prep session, helping busy parents and offering expert care for the youngest members of the College community.



*“The quality of teaching is excellent. This contributes to pupils’ rapid progress and high achievement across a wide range of subjects and activities. Teaching engages, interests and motivates pupils, inspiring them to do their best.”*

Independent Schools Inspectorate 2013





## Senior School & Sixth Form

In the earlier years, students are given experience of as many subjects as possible. As they progress through the College, choices are made so that they can reach the depth necessary to achieve their potential at GCSE. There are three Form groups per year from Remove to Upper Five (Years 7-11), typically with between 18 to 22 students per Form. The Forms also mix in different colour groups for certain activities, in order to ensure that students form bonds with other girls in their year. In Remove (Year 7), a tailor-made course is underway to identify and develop 21st century skills, which, along with a sound knowledge base, will ensure students are able to optimise their learning. These key skills are provided in all curriculum areas and are continuously built upon within subjects and the broader curriculum.

The College believes that a core GCSE curriculum of English, Mathematics, Science and a recommendation to take a Modern Foreign Language provides a sound basis for progression to A-level study or on to other further education, training or employment. The College typically offers 10 GCSE subjects to broaden students' perspective and provide a wide platform for A-level choices. Many subject departments teach the (I)GCSE syllabus.

The Sixth Form at The Ladies' College is a lot more than just finishing with a collection of A-levels. Every effort is made to provide opportunities to each student to demonstrate their abilities and stretch themselves. More recently the College has introduced the EPQ and the Enrichment programme, which form part of an in-house diploma.

For over 20 years, the Sixth Form has worked in partnership with the Sixth Form of another independent school, Elizabeth College. The partnership is able to offer a broad range of academic subjects across both Sixth Forms.

Careers advice is supported by various events which are tailored to higher or further education and employment opportunities. Work experience is encouraged, along with visits to higher education institutions. Specific support is provided for Oxbridge, medicine and veterinary science candidates.

After leaving the College, students progress to a variety of destinations, but primarily into higher education either in the UK or overseas, or into local employment with the opportunity to obtain professional qualifications.

The Ladies' College is always looking for ways in which to stretch the most able; and it also has a Learning Support team, to support those pupils and students who will benefit from some dedicated provision.

The College has a progressive approach to digital literacy. It is a Microsoft Specialist School and all students in Remove to Upper Five (Years 7-11) will have a College-managed device by September 2021. A bespoke IT course is also being initiated for Key Stage 4, where skills and competencies are developed, which are relevant to the world of work and further study.








## Pastoral Care

The Ladies' College cares as much about the well-being and happiness of each pupil and student as it does about their academic progress. The care, support and true sense of belonging that each individual pupil and student receives is aimed at guaranteeing that they enjoy the most fulfilling and enriching experience at every stage of their education.

### The College:

-  commits to promoting positive well-being throughout the College community
-  understands the importance of well-being and the role it plays in creating an environment where all are healthy, happy and achieve their best
-  listens, supports and responds to the views of its community and provides opportunities to equip all with the tools needed to maintain a positive well-being.

The Ladies' College, Melrose and The Ladies' College, Senior School and Sixth Form have been awarded the Wellbeing Award for Schools (WAS) in December 2019 and January 2021 respectively. This award has helped to build on what the College was already doing, as well as offering additional opportunities to support and promote positive mental health and well-being.

***"The well-being of all is one of the central principles of the school. This is exemplified by the employment of a counsellor to support both staff and students.***

***Leaders are determined to remove the stigma surrounding mental health"***

Wellbeing Award for Schools



Wellbeing Award  
for Schools

2020–2023



The Deputy Principal (Pastoral) has overall responsibility for pastoral matters for the older students, and parents are encouraged to make contact if they have any issues or concerns with Form Tutors and Year Co-ordinators. Open communication is an important part of ensuring success and support in this key aspect of the College's educational offering.

The Melrose pupils' pastoral education is principally provided by their Form Teacher. Similar to the Senior School and Sixth Form, the pupils are equipped with 'Decider Skills' tools to help them deal with some of the challenges that they face now and will face in the future. The 'Decider Skills' toolkit was pioneered in schools by The Ladies' College.

In the Senior School and Sixth Form, the key pastoral relationship is between the students and their Form Tutor. Each Form group from Remove to Upper Five (Years 7-11) meets their Form Tutor twice a day for registration and during Form time each week. There is a Year Co-ordinator for each year from Remove to Upper Five; and each Year Co-ordinator works with the Form Tutors in their Year group, to provide additional pastoral care and ensure that girls find learning a rewarding experience.

Every Sixth Form student has a Form Tutor, with additional support provided by the Deputy Principal (Enrichment), the Head of Sixth Form and the Sixth Form Academic Administrator, who keeps an eye on students in the dedicated Sixth Form Centre (the Leaf Centre).

If pupils and students need extra support, they also have the opportunity to discuss matters with visiting professionals, such as the College Nurse; and the College Counsellor has been established since September 2018, to provide proactive and reactive support.

The College also works closely with external agencies to support its pupils and students, as required. The standard of provision and support on the island is excellent.



## Co-curricular and Enrichment

Girls are encouraged to achieve their personal best in all areas of College life.

At every stage, the pupils' and students' experiences are enriched by a varied programme of co-curricular and enrichment activities, including sport, music, drama, dance, debating, art and science clubs, fieldwork and expeditions, the Duke of Edinburgh's Award scheme, public speaking and art competitions, the Eisteddfod, a Channel Islands' maths competition and courses such as Teaching English as a Foreign Language. In addition, the Sixth Form students can take part in activities such as moots, Institute of Directors' management shadowing, work experience, the CCF and overseas trips.

These co-curricular activities can help to develop self-esteem and introduce pupils and students to a range of interests and opportunities, with the ultimate aim of contributing to an individual's well-being, for today and for their future.



***"Our girls know how to rough it on DofE, they have the compassion to do charity work, they have a voice that drives change, they sing, dance, debate and create... and academically their results are incredible, especially in the context of the breadth of things they do."*** Principal, Ashley Clancy

All girls join one of the four College Houses from age 7 onwards, allowing girls to mix and form bonds with girls in other years. The House system also helps build a sense of community. The activities and charity events connected to the House system offer a broad range of opportunities enabling all pupils and students to take part in an activity and contribute to their wider House group, having fun along the way. There are four school Houses: Brock (after Sir Isaac Brock), Carey, Durand and de Sausmarez, each commemorating the names of families who have been benefactors to the College and distinguished in their service to the island. Leadership in the Houses comes largely from the senior girls who are elected as House officials.





## Facilities

The College has been located on its current site since 1962. Over the last 12 years, the facilities have been developed to include a purpose-built Sixth Form Centre (the Leaf Centre); an Art and Drama building; and the Wessex Wing, an extension to the main building (that replaced 20-year-old temporary buildings), which includes classrooms, a new library, music practice rooms, a green room, a refectory (The Core) and outside landscaped areas. The most recent development, The Ellershaw Centre, is a restored building next to our playing field, which houses a photography dark room and a teaching kitchen, enabling food technology to be added to the curriculum this year.

All of these projects have involved some fundraising, through A Gift for Learning, and been well supported by our community.

## A Gift for Learning

The College's large playing field is part of the site and was generously gifted to the College by our alumnae association, The Ladies' College Guild.



As part of the development plan there are further plans to develop the campus which would involve further fundraising.



## Leadership and Governance

**The College prides itself on attracting and retaining subject specialists to provide the Senior School and Sixth Form teaching. In total, there are 110 teaching, administrative and operational staff.**

The Principal is ably supported by the College's wider Senior Leadership Team (SLT), whose other members are the Vice Principal (who is also the Bursar), the Director of Studies, the Deputy Principal (Enrichment), the Deputy Principal (Pastoral), the Deputy Principal (Teaching and Learning) and the Head Teacher and the Deputy Head Teacher of Melrose.

The Board of Governors is ably supported by Miss Elizabeth Bridge, who is the Vice Principal, the Bursar and the Clerk to the Board. The Board comprises seven Governors and four non-voting Associate Governors, each drawn from the business, legal, accounting, education and medical/health sectors in order to fulfil requisite functions and provide relevant and appropriate expertise. There are committees for Finance, Marketing & Business Development, Estates, Nominations and Strategic Relations. Four board meetings are held each year and the Principal always attends, with different members of the wider SLT at different times.

The Principal represents the College at meetings with the States of Guernsey's Committee for Education, Sport and Culture, covering matters such as the current funding agreement, and is also called on to represent the College at external meetings and events with an educational context.

There is also a '3 Colleges' group, where Governors, Bursars and the Principals of the three independent colleges come together to collaborate on matters linked to the relationship of the colleges with the States of Guernsey.

## Finance

**The Ladies' College is a Guernsey charity and operates as a body corporate established by The Ladies' College (Guernsey) Law, 1962. Further details are also set out in The Ladies' College Ordinance, 1962.**

The College relies on both fee income and the States of Guernsey's funding to meet its operating costs and maintain a surplus to help fund maintenance and investment in the school estate.

The Board of Governors works closely with the Principal and the Bursar to ensure that the College balances the immediate needs of the College against the longer-term financial stability of the College.



## Parents and Community

**The College works hard to build and maintain strong relationships between staff, pupils, students, parents, alumnae and friends of the College.**

For parents, there is access to all communications sent home, using an App and via the College website. Parents' Evenings and other events provide opportunities to meet staff and gain a greater understanding of how the College works for the benefit of its pupils and students.

Events supported or arranged by the Parent Teacher Associations or The Ladies' College Guild, and other charity, networking and other College events, are all aimed at bringing members of the College community, friends and other stakeholders closer together. Development of the College alumnae and friends' network is ongoing, with the aim of building ever stronger links between parents, pupils, students and staff - past and present.

The College also arranges and hosts events which enable members of the wider community to be welcomed into the school, such as science events and gym competitions aimed at children from different age groups from across the island.

Our Registrar and Head of Development and External Relations work closely together to ensure that the community is aware of the opportunities available at the College.









# 🌿 Terms and conditions

## Remuneration

The remuneration for all posts is outlined in the job description published for each role.

## Pension

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme.

## Other benefits

Other benefits available to colleagues are outlined in the job description published for each role.

## Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

The permit associated with all posts is outlined in the job description published for each role.

If there is no Employment Permit associated with a role then applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.



## Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

## Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

## Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.









The  
Ladies' College  
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