

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 576, 19th June 1913.

Miss Ethel Dixon.

Furnishing the Director of Public Instruction with a copy of the application and testimonials of — who has been appointed by the Secretary of State as Superintendent of the Presidency Training School for Mistresses, Madras.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Secretary, Judicial and Public Department.
To—the Secretary to the Government of Madras, Educational Department.
Dated—India Office, London, S.W., the 9th May 1913.
No.—J. & P. 989.

With reference to the Secretary of State's telegram of the 5th instant announcing the appointment of Miss Ethel Dixon as Superintendent of the Presidency Training School for Mistresses at Madras, I forward herewith copy of the papers relating to Miss Dixon's candidature.

I enclose also, for information, copy of the correspondence noted in the margin on the subject of the duties of the post.

From Miss Dixon, 26th April.
 To " " 30th April.

ENCLOSURES.

(i)

BOARD OF EDUCATION, WHITEHALL, LONDON, S.W.,
 12th March 1913.

Sir,

With reference to Mr. Seton's letter of the 28th December last (J. and P. 4774), I am directed to state that the Selection Committee for the Indian Educational Service have had under consideration the applications of candidates for the vacancy for a Superintendent for the Presidency Training School for Mistresses at Madras and they decided to recommend for the appointment Miss Ethel Dixon, particulars of whose qualifications and experience will be found in the attached papers. The Committee understand that Miss Dixon would be able to leave this country at a month's notice, if necessary.

The Committee carefully considered the applications of Miss Jessie Patterson and Miss Falconi, and so far as they were able to judge neither of these candidates appeared suitable for the present appointment. The committee also considered the qualifications of Miss Powell who is at present employed in Hyderabad, but they did not consider her qualifications so suitable for this appointment as those of Miss Dixon.

The Under Secretary of State,
 India Office, S.W.

I am, etc.,

H. FRANK HEATH,
 Director of Special Inquiries and Reports
 and Chairman of the Selection Committee.

SUB-ENCLOSURES.

India, Madras, Presidency Training School for Mistresses Superintendentship.

The candidate whose name is given below has been interviewed by the Selection Committee. Further details concerning her will be found in the accompanying application form.

Name.—Ethel Dixon.

Address.—10, Park Mansions, Fulham, S.W.

Age.—Thirty-two (32) years. Born 11th August 1880.

Education.—

Ipswich High School for Girls, 1890-99.
 Norwich and Ely Diocesan Training College, 1900-02.
 Board of Education Elementary School Teacher Certificate.
 Limoges, Ecole Normale, 1902-03.
 London, Maria Grey Training College, 1908-09.
 Higher Froebel Certificate (1st class).

Experience.—

Norwich and Ely Diocesan Training College, 1903-08.
 Junior Lecturer in general subjects.
 London, Fulham London County Council Training College, 1909 to present term.
 Assistant Lecturer in Method.

Remarks.—

Miss Dixon was educated at Ipswich High School for Girls. She subsequently went through a course of training in the Norwich and Ely Diocesan Training College and gained the Elementary School Teachers' Certificate of the Board of Education. She then went to France for a year as Répétitrice in a French Government Training College, and on her return to this country obtained an appointment as Junior Lecturer in her old Training College where she remained until 1908. She then went through a course of training for the Higher Froebel Certificate, and in 1909 went to the Fulham Training College as Assistant Lecturer in Method, a post which she still holds.

Miss Dixon has special charge of certain divisions of students in the Training College who are preparing to be Infant teachers. She has devoted herself specially to hand-work, a branch of instruction in the Fulham Training College, and is particularly efficient. This experience would probably specially qualify Miss Dixon for the present appointment.

Miss Dixon has a pleasant manner. She gives the impression that she would be patient, and at the same time firm with her pupils. She has relations in the Madras Presidency, and it seems likely that she would be happy in India.

12th March 1913.

H.F.H.

72, ST. GEORGE'S SQUARE, S.W.,
 28th October 1912.

Dear Miss Lawrence,

My friend, Commander Dickson, R. N., asked me to tell you that his sister, Miss Ethel Dickson, is a candidate for an Inspectorship in the Central Provinces of India, for which apparently you are responsible. I do not personally know her, nor her qualifications, but it may not be out of place to tell you that she belongs to nice people that her brother was employed on canal construction in that district and died there this year, and that Commander Dickson can give her good introductions in that district.

I am sorry never to meet you now. Your sister-in-law, with whom I sit on Notice B. committee, fills me with amazement and admiration because of her wonderful memory and sympathy with the people.

Yours, etc.,
 F. H. ANSON.

134, FELLOWS ROAD, SOUTH HAMPTSTEAD, N.W.,
 30th October 1912.

Central Provinces, Inspectress of Schools.

C. A. No. 316.

Dear Sir,

In reply to your inquiries regarding Miss Ethel Dixon—an applicant for the above post—I have much pleasure in sending you the following candid opinion upon her work and personality.

I have known Miss Ethel Dixon for the past seven years, and during that time have had ample opportunity of forming an opinion upon her capabilities as an organiser and educationist.

I consider that Miss Dixon possesses a real gift for organisation; I have always been struck by her extraordinary capacity for accomplishing work in an orderly and absolutely thorough manner. She has an abundance of originality, and has, in an unusual degree, a capacity for inspiring those working under her direction with a desire to do their best and to develop any initiative powers which they may possess.

As an educationist Miss Dixon has kept herself conversant with all the most modern psychological research, and with all recent theories upon educational methods. At the same time she has preserved a perfectly sane balance between modern theories and their practical application to school life. She understands child-nature fully, and is as successful in dealing with infants as with the Training College students who have been her pupils for the greater part of her professional career. I cannot speak too highly of Miss Dixon's personal character. She is absolutely faithful in the discharge of every detail connected with her work, and I have never known her to put her own personal conveniences before the fulfilment of a duty.

Her modest manner covers a strong individuality, indomitable pluck and steady perseverance, and I can honestly say that as an Inspectress of schools, all her duties would be discharged with a fidelity and an intelligence which would go far to assure her success in all she undertook. I am equally sure that, in her dealings with all connected with the work, Miss Dixon would exhibit the tact and widemindedness which are so essential to the harmonious working of any undertaking.

Yours, etc.,

(Miss) MARIAN, L. COLLARD,
Asst. Superintendent of P.D. Schools
under the London County Council.

W. W. HORNELL, Esq.,
Asst. Dir. of Special Inquiries and Reports.

26, CLAPTON COMMON, LONDON, N.E.,
28th October 1912.

Central Provinces, Inspectress of Schools.
C.A. 316.

Dear Sir,

I have known Miss Ethel Dixon and her family for some time past.

I fear that I am not in a position to speak of her more technical qualifications, but I believe her to be in character and disposition suitable for the post she seeks. She seemed to me to be bright and pleasantly mannered.

Yours, etc.,

H. L. STEPNEY.

BOARD OF EDUCATION, WHITEHALL, LONDON, S.W.,
26th October 1912.

INDIAN AND COLONIAL APPOINTMENTS.

Central Provinces, Inspectress of Schools.
No. 316.

H. M. INSPECTOR,

Miss Ethel Dixon employed as Assistant Lecturer in Method at Fulham, L.C.C. Training College, is a candidate for the above post. The Director of Special Inquiries and Reports will be obliged if you will kindly furnish him with an expression of your opinion on her fitness for the duties and responsibilities of this post. Some particulars with regard to the appointment are given in the printed announcement of which a copy is attached for your information.

26th October 1912.

W.W.H.

Miss Dixon has done exceedingly good work at Fulham. The development of hand-work especially in which I think Fulham is far ahead of other colleges, is very largely due to Miss Dixon's initiative. The Principal spoke to me about her application the other day, and told me she did not in the least want Miss Dixon to leave the College, but she felt she was too good to go on indefinitely as Assistant Mistress of Method. Miss Dixon has no degree and it is becoming increasingly difficult for any one without a degree to obtain any of the senior posts in Training Colleges. There is no prospect of a vacancy in the senior post at Fulham, if there were, I think Miss Dixon would stand a very good chance of getting it, but I agree with the Principal that the chances of promotion outside are small. You will be able to judge of Miss Dixon's personality when you see her, but she seems to me to have a good deal of quiet dignity which would come in useful in a position of responsibility.

28th October 1912.

J.A.D.

I understand Miss Dixon has friends and relations in India.

NORWICH AND ELY TRAINING COLLEGE, NORWICH,
30th March 1909.

Miss E. Dixon appears to me to be a very suitable candidate for the post of Assistant Mistress of Method at the Fulham Training College. Her varied experience would all go to enhance her value in such a post. She has been pupil at a high school, student at this training college, a resident at an Ecole Normale in France, a resident mistress on our staff, and is now taking a special course at the Maria Grey College.

While on the staff of this college, Miss Dixon not only took specific subjects with students but she constantly assisted in, and had a continuous insight into, the organisation and supervision of students' practical teaching.

Miss Dixon invariably carried out her duties smoothly and efficiently. She would never grudge time or trouble, and could always be depended upon for good and faithful work.

She was much liked here by students and by staff.

J. ADDISON HANNAH, M.A.,
Principal of the Training College at
Norwich; formerly Classical Scholar of Queens'
College, Cambridge, late Chaplain and Tutor of
St. John's Training College, Battersea.

THE MARIA GREY TRAINING COLLEGE,
SALISBURY ROAD, BRONDESBURY, N.W.,
7th April 1909.

To the Governors of the Fulham Training College.

Miss Murray will speak of Miss Dixon's practical work, so that I need only say generally that Miss Dixon is a specially promising student.

She is older than an average student, so she brings a mature mind to bear on her work, and is able to make good use in the class room of her work in the lecture room.

Miss Dixon has been one of the college librarians, and has shown organising power, and ability to deal with her fellow students in a tactful, friendly way.

She is thoroughly reliable and trustworthy.

ALICE WOODS,
Principal of the Maria Grey Training College.

THE MARIA GREY TRAINING COLLEGE,
SALISBURY ROAD, BRONDESBURY, N.W.,
7th April 1909.

To the Governors of the Fulham Training College.

Miss Dixon had a good deal of experience before coming to this college, where she has studied especially methods of teaching younger children. She has been a keen and earnest student, ready to discuss every suggestion intelligently, and never missing any opportunity of learning or of helping.

She has an attractive personality, the children like her, and she has been most successful in teaching our lower forms and preparatory classes, and also with a larger class in the neighbouring council school for infants.

Miss Dixon is sympathetic and tactful, has plenty of humour, and a strong sense of duty.

E. R. MURRAY,
Lecturer on Methods of Infant Teaching.

L.C.C. FULHAM TRAINING COLLEGE,
FINLAY STREET, FULHAM, S.W.,
25th October 1912.

Miss Ethel Dixon has been an assistant lecturer in this training college for the past three years, and I feel I cannot speak too highly on her behalf. Her work on the method staff has been most valuable. She has assisted in the supervision and organising of the school practice and this year has sole charge of certain divisions of students preparing to be infant teachers. This is a new experiment and it promises to be most interesting and successful, for Miss Dixon not only organises their courses of professional instruction but she is also responsible for their lectures in child study and in those subjects particularly applicable to an infant school.

Miss Dixon is an excellent lecturer, clear, definite and stimulating. Her course of lectures open to acting teachers has been very warmly appreciated. She is always welcomed in a school for her fresh and original ideas and she is likely to have her methods adopted, for she is most tactful and sympathetic, and although she always holds her own ground with considerable dignity yet she listens so tactfully to the opinions of others and succeeds in getting the best out of them, that her views are adopted without friction, indeed one might say with enthusiasm.

Miss Dixon is a very clear, logical thinker, quick to understand the difficulties of a situation and to meet them with cheerfulness and sound common sense. One feels she will not fail one in a crisis and that she will always take a sane and wholesome view of life. Her force of character, wise judgment and sweetness of disposition have endeared her to all those with whom she has worked and have won for her the respect and affection of the whole college.

ANNIE LLOYD-EVANS, M.A.,
Principal.

Educational Appointments in India and the Colonies.

FORM OF APPLICATION to be filled up by persons desiring educational employment in India or the Colonies. It is requested that this form may be returned in a cover marked "C.A." to the Secretary, Board of Education, Whitehall, London, S.W.

1. Name in full	Ethel Dixon.
2. Address	10, Park Mansions, Fulham, S.W.
3. Age last birthday, with date and place of birth.	Age 32. Born August 11, 1880, at Ipswich.
4. Married or single (number and ages of children, if any).	Single.
5. Health (past and present)	Very good.
6. Father's name, nationality, and occupation (State whether living or dead).	Spencer Dixon (living). Englishman. No occupation.
7. Post and approximate salary desired	Inspectress of Schools to the Central Provinces, India. Rs. 400 to Rs. 500 a month.
8. Duration of visits or residence abroad	One year's residence in Limoges.
9. Names of districts abroad of which the applicant has special knowledge.	
10. Particulars and dates of any important appointments, e.g., Headmasterships or Principalships, Administrative posts, University Professorships, Lectureships, or the like, for which the applicant has stood or is standing.	Lecturer at Norwich and Ely Diocesan Training College from September 1903 to July 1909. Assistant Lecturer in Method at Fulham L.O.C. Training College from September 1909 to present date.
11. Athletics—(a) experience in organizing games; (b) proficiency in athletics.	
12. Date of application	October 25, 1912.

—	Name of school or college.	Name of Principal.	Dates of joining and leaving.	Scholarships, certificates, degrees and other honours.
13. School education	Ipswich High School for Girls.	Miss Youngman	1890 to 1899	
14. University education, if any.				
15. Professional training as a teacher, if any. (If a holder of the Board of Education's professional certificate, the date of the examination and the class in which the applicant was placed in each part of the examination must be shown).	Norwich and Ely Diocesan Training College. Ecole Normale, Limoges. Maria Grey Training College.	Rev. J. A. Hannah Madame Rambault Miss Woods	1900 to 1902 1902 to 1903 1903 to 1909	Government Certificate, 1st year, Part I & Part II L. " 2nd year, Part I & Part II L. " 3rd year, Part I & Part II L. Government Certificate, 1st class Distinction in Educational Hand-work and Froebel's Principles.
—	Name of school (or place) where employed.	Name of Principal or employer.	Dates of joining and leaving.	Position and character of work done, also salary received
16. Teaching employment.	Norwich and Ely Diocesan Training College. Fulham L.O.C. Training College.	Rev. J. A. Hannah Miss Lloyd Evans	1903 to 1908 1909 to present time	Junior Lecturer in general subjects, including French, Theory of Music, Reading and Recitation. £80 resident. Assistant Lecturer in Method, which includes Lecturing on Psychology, Child Study, General Work and Hand-work; supervising students with in schools, organizing School Practice, and visits of observation to special types of schools. £170 non-resident.
17. Other employment. (All employment to be entered in order of time.)				

18. References—

1. Name The Bishop of Stepney.
Address 26, Clapton Common, N.E.
Occupation or position
2. Name Miss M. L. Collard.
Address 134, Fellows Road, S. Hampstead, N.W.
Occupation or position .. Assistant Inspector, L.C.C. Special school.

(These should be persons resident in the United Kingdom, who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. They should not be relations, and should be holders of responsible positions who are acquainted with the applicant's character and work in recent years. The names of Officers of the Board of Education should not be given.)

19*. Copies of testimonials from—

1. Miss Lloyd Evans, Principal, Fulham Training College.
2. Rev. J. A. Hannah, Principal, Norwich and Ely Diocesan Training College.
3. Miss Woods, Principal of the Maria Grey Training College.
4. Miss E. R. Murray, Lecturer on Methods of Infant Teaching Maria Grey Training College.

* Original testimonials may be required, should the applicant be selected for interview. Copies of testimonials should be submitted in duplicate.

20. Observations—

[Subjects the applicant is prepared to teach and any special qualifications or experience (e.g., in music and singing, commercial subjects, languages, literary work, organization or inspection) not mentioned under heads 13—17 above should be given here.]

I have had both elementary and secondary training for the teaching for children in lower and upper departments of schools, and have had opportunities of visiting schools of different types.

I have assisted in the supervision and organisation of students' school practice, and visits of observation.

I can speak French fairly fluently.

(ii)

J. & P. 985.

44, DONERAILE STREET, FULHAM, S.W.,
26th April 1913.

Dear Sir,

With reference to my appointment as Superintendent of the Madras Presidency Training School for Mistresses, I should be glad to know whether I could be put into communication with the present Superintendent, or some one else who could furnish me with a few further particulars of the work which I am about to undertake.

I am, etc.,
ETHEL DIXON.

The Under Secretary of State for India, Public Department,
India Office, London, S.W.

(iii)

Letter—from the Secretary, Judicial and Public Department.

To—Miss E. Dixon, 44, Doneraile Street, Fulham, S.W.

Dated—India Office, Whitehall, London, S.W., the 30th April 1913.

No.—J. and P. 1585 Public.

I am directed to acknowledge the receipt of your letter of the 26th instant, and in reply to express regret that this office is unable to put you into communication with the Officer in India at present performing the duties of Superintendent of the Madras Presidency Training School. A copy of your letter will, however, be sent to India, and any particulars or instructions as to the duties of the Superintendent that the Government of Madras may decide to issue will be communicated to you in due course.

Order—No. 576, Educational, dated 19th June 1913.

The Director of Public Instruction will be furnished with a copy of the application and testimonials of Miss Ethel Dixon who has been appointed by the Secretary of State as Superintendent of the Presidency Training School for Mistresses, Madras. His attention will be drawn to Miss Dixon's letter to the Under Secretary of State, dated 26th April 1913, and the reply thereto.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
,, Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 576, EDUCATIONAL, DATED
19TH JUNE 1913.

[SUBJECT.—Forwarding papers relating to the appointment of Miss Dixon as
Superintendent of the Presidency Training School for Mistresses.]

From the India Office, dated 9th May 1913, No. 985.

Along with the papers about Miss Dixon now received from the India office, no agreement has been received. Probably it has not yet been executed, as she is to sail for India only in September next. The papers now received may be printed and copy furnished to the Director of Public Instruction as * usual. A draft order is submitted. Attention is invited to the letter from and to Miss Dixon, dated 26th and 30th April 1913. The Director of Public Instruction may be left to take such action as he deems fit with reference to these letters.

* Cf. G.Os. Nos. 831, Educational, dated 24th November 1911, 45, Educational, dated 25th January 1911, and 410, Educational, dated 15th June 1905.

B. GOPALACHARI—13-6-13.

C. RAMANUJACHARI—14-6-13.

Draft approved.

W. FRANCIS—17-6-13.

[G.O. No. 576, Educational, dated 19th June 1913.]

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191

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125

No. 57685, dated 19. 6. 1913

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on 15.6.13 for numbering
on 15/6.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No. 1709, dated 24.5.1913.

G.O., No. 57, dated 19.6.1913.

Number of MS. pages sent { Correspondence including order or orders
(b) 24
Notes (b) 1

Booklet... Miss Ethel Dixon... 7 minutes

The D.P. with a copy of the application and testimonials of the person proposed by the Secretary, State as important part of the proceedings in the work for the Press.

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press). Complete correspondence and orders. Notes.

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Madras Records ...	28	15
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Total ...	27	22

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The C.M.C.....	
The Collector of.....	
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The Director of Public Instruction.....	5
The Surgeon-General.....	
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The.....	
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(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Reference concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

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(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS.
OOTY

A
Please send proof in triplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.

C
As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.
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Type may be released after usual interval.

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.....Clerk.

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.....Dy. Supdt.

.....Dy. Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

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First proof furnished on.....	5-7-72
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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