



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Head of Politics September 2018 Candidate Information Pack



INTRODUCTION

A well-qualified and enthusiastic graduate is required for September 2018 to lead Politics within a large, dynamic and successful History and Politics Department.

Closing date for applications:
Monday 29 January 2018

Key facts about Mill Hill School

GCSE & A-Level

WITH A WIDE RANGE
OF OPTIONS

Day & Boarding

DAY, WEEKLY AND
FULL BOARDING
PLACES AVAILABLE

2017 Academic Results

A-LEVEL: 43% A*/A; 67% A*-B
GCSE: 63% A*/A; 85% A*-B

120+

ACRES OF GROUNDS
AND FACILITIES

Co-educational

FOR AGES 13-18

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO
UNDERGROUND AND
MAIN LINE STATIONS

Part of the Mill Hill School Foundation

EDUCATING GIRLS AND
BOYS FROM 3-18

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 715 pupils aged between 13 and 18, of whom 275 are in the Sixth Form. The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well an on-site International School.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.



THE HISTORY AND POLITICS DEPARTMENT

Staffing

The Heads of Department for History and Politics work closely together and members of the department are expected to teach both subjects wherever possible. The department presently comprises the two Heads of Department and three full-time members of staff. They span a good range of experience and specialisms, and the department aims to reflect colleagues' interests through the A-level content that they teach.

Curriculum: Politics

Moving away from Edexcel with the termination of the legacy specification, the department will now prepare pupils for the AQA syllabus. The Politics and Government of the USA will be studied as the comparative component, with Feminism as the likely non-core ideology under current plans. However, we would be entirely happy to discuss alternatives at interview. The subject is a popular choice at A-level and there are usually two or three sets in each year of the Sixth Form. Results are consistently strong, with an average of 66% A*-B grades at A-level over the last three years. An increasing number of our pupils go on to study Politics and related subjects at Russell Group and other leading universities.

Curriculum: History

In the Fourth Form (Year 9) the department offers its own syllabus entitled The Making of Modern Britain 1890-1918 which focuses on significant developments in domestic and foreign affairs such as: why poverty became a prominent political issue; how and why the Liberal governments sought to tackle it; why there were arguments for and against female suffrage and how the campaign for women's suffrage developed over the period; why Britain went to war in 1914, how the war was fought and its impact on British society. The syllabus develops the key skills required for IGCSE History and provides pupils with a good understanding of the background context to the IGCSE syllabus. There is close liaison with the History Department at Belmont, our Preparatory School, which provides a large number of our Fourth Form pupils.

In the Remove and Fifth Form (Years 10-11), the department prepares pupils for the CIE IGCSE

syllabus. The two examined Units comprise Twentieth Century International Relations from 1919 and a Depth Study of Germany 1918-1945. History is a popular option at GCSE level, currently attracting 80-90 pupils in each year-group, divided between four sets. Results are consistently very good with an average of 79% A/A* grades achieved over the last three years.

History is popular at A-level with between three and four sets in the Lower Sixth in recent years and usually three sets in the Upper Sixth. The department offers the OCR History A syllabus comprising a British Period Study and Enquiry: England 1547-160; the Later Tudors (Enquiry topic: Mid-Tudor Crises); a non-British Period Study: Russia 1894-1941; and a Thematic study with historical interpretations: Civil Rights in the USA 1865-1992. A-level results have been consistently strong, with 67% of candidates on average gaining A*-B in the last three years.

Accommodation and Resources

The department occupies a prime location on the main floor of the Favell Building, opened in March 2007. We have five classrooms located together, with projectors linked to PC and DVD/video facilities, a well-stocked departmental library and a departmental office.

The Post

The post will involve leading the teaching and learning of Government & Politics A-level and teaching for Oxbridge preparation in relevant disciplines. As well as teaching Government & Politics, the successful candidate will be able to teach History at least to GCSE. The History and Politics Department is thriving and the successful candidate will wish to contribute substantially to our co-curricular programme, which includes: Sixth Form History and Politics Societies; Politics events open to the whole School; visits to conferences, exhibitions and events in and around London; enhancement groups and presentations by guest speakers. We have taken trips to Prague, St Petersburg and Moscow, Istanbul, Rome, Berlin and Krakow and annually run a three-day Fourth Form fieldwork trip to the battlefields of Belgium and Northern France. We have recently introduced a History and Politics trip to Washington DC.

PASTORAL AND CO-CURRICULAR CONTRIBUTION

The successful candidate will be expected to play a full part in the broader life of the School. This will include responsibility for a tutor group, reporting to a day or boarding Housemaster/mistress as appropriate.

The successful candidate will contribute to the School programme of games and/or activities. This will involve participation during the five-day week as well as working in the region of eight Saturday mornings or afternoons per academic year; assisting with the boarders' programme on Friday evenings or Sundays is also possible as an alternative to the Saturday commitment.



PERSON SPECIFICATION

As the successful candidate, you will be able to demonstrate the following:

- > A strong academic background, with at least a good honours degree in Politics, History or a related discipline and, ideally, a PGCE or equivalent
- > Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- > High personal and professional standards
- > Strong managerial skills and the ability to lead a team
- > Track record in developing and promoting interest in the study of Politics
- > Thorough knowledge of the subject and an interest in current developments
- > Awareness of current trends in curriculum content and assessment routes
- > Excellent time management and organisational skills
- > Ability to take responsibility and to show initiative
- > Ability to take the lead in developing new teaching and learning strategies
- > Ability to use a variety of teaching and learning styles
- > Ability to convey infectious enthusiasm for the subject
- > Experience in the use of ICT to support the teaching of Politics and History
- > Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- > Ability to manage practical classes effectively and safely
- > Motivation to work with children and young people
- > Positive attitude to managing behaviour in the classroom



EXPECTATIONS OF A HEAD OF DEPARTMENT

Every Head of Department is directly accountable to the Head. From day to day, he/she is line managed by a specific member of the Senior Management Team with whom he/she has a formal, minuted meeting at least every three weeks during term-time. He/she should also liaise with the Deputy Head (Academic) and Assistant Head (Teaching & Learning) as appropriate. Heads of Department are expected to attend and contribute to the meetings of the Academic Heads and other groups where relevant. Heads of Department must remain vigilant in matters of safeguarding, ensuring that concerns which arise through lessons, prep and attitude to work are passed on promptly to the Designated Safeguarding Lead.

The primary objective of a Head of Department is to provide academic leadership by:

- > Encouraging academic rigour, high pupil expectations and intellectual ambition
- > Promoting pupil confidence and success in the subject
- > Maximising public examination results
- > Realising departmental development targets which relate to the School Development Plan
- > Ensuring the department works in accordance with published School policies
- > Keeping abreast of issues relating to the subject
- > Teaching to the highest standard and promoting excellent teaching
- > Creating a positive, forward-looking team spirit in the department
- > Maintaining pupil respect for the subject and good classroom discipline

The key areas of responsibility of a Head of Department are to:

1 Develop and maintain high standards of teaching and learning

- a) Promote the development of teaching and learning in the department to the most ambitious level possible
- b) Encourage pupil take-up at GCSE and A-level
- c) Encourage applications to competitive higher education courses
- d) Monitor, report and act on pupil performance, including regular progress testing and consultation with teachers
- e) Liaise with members of the SMT, Housemasters/mistresses, tutors, parents and others, as appropriate, regarding concerns over pupil performance or behaviour
- f) Provide support to departmental colleagues in dealing with behavioural issues
- g) Develop and enhance the teaching practice of those in the department
- h) Ensure teaching is organised to cater for the range of pupils in the School, including SEND, EAL and the most able
- i) Develop staff and pupil use of the digital learning platform Firefly and other educationally appropriate forms of ICT

2 Support the Head and SMT in the process of new staff appointments:

- a) Help prepare the job description and advertisement
- b) Help shortlist candidates in accordance with the School's recruitment and appointment procedures including those relating to safeguarding
- c) Participate in the interview and assessment process
- d) Oversee the induction of new staff on departmental matters
- e) Review new staff in accordance with School induction policy

3 Manage the academic and support staff in the department:

- a) Organise and effectively deploy staff
- b) Appraise the work of the staff in the department in accordance with relevant School procedures
- c) Identify staff development and training needs in line with the School Development Plan
- d) Monitor the work of the members of the department, including keeping marking in line with School and department policies and periodic inspection of markbooks
- e) Report concerns about any staff in the department to SMT
- f) Respond in timely fashion to any parental complaints about staff in the department

4 Carry out the department's administrative responsibilities:

- a) Maintain up-to-date and helpful departmental documentation, including the departmental handbook, schemes of work and internal assessment schedules
- b) Maintain up-to-date central departmental records of pupil performance and progress
- c) Conduct and minute weekly departmental meetings

- d) Organise internal examinations, progress tests and setting
- e) Mark entry scripts and provide candidate interview notes in timely fashion
- f) Make public examination entries via the Exams Officer
- g) Report on public examination performance
- h) Ensure the department contributes fully to reporting, including UCAS references
- i) Plan appropriate departmental staffing and rooming for the School timetable
- j) Formulate an annual budget request
- k) Organise and effectively deploy resources, including managing the departmental budget
- l) Request maintenance of equipment and fabric
- m) Comply with health and safety regulations and conduct risk assessments where relevant

5 Promotion and representation of the department and its work:

- a) Attend and contribute to Academic Heads' Meetings, Joint Housemasters/Academic Heads' Meetings, Cross-Foundation Academic Heads' Meetings and other groups as appropriate
- b) Disseminate information from meetings to the department
- c) Arrange for appropriate representation of the department on Open Mornings and other whole school events
- d) Provide annually updated entries for publications such as Curriculum Guides for pupils and their parents
- e) Provide annually updated materials for the School website and magazine
- f) Suggest news stories for the website

HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **4.00pm on Monday 29 January 2018**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **applications@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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