



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Head of Art September 2018 Candidate Information Pack



INTRODUCTION

A well-qualified and enthusiastic graduate is required for September 2018 to lead our dynamic and successful Art Department.

Closing date for applications:
Monday 19 February 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 ART DEPARTMENT

Staffing

The department currently comprises three teachers (including the Head of Department) who have a wide range of experience and backgrounds in Painting, Sculpture, Drawing, Textiles, Photography and Graphic Communications. Differentiated teaching means all staff need to be confident that they can respond to a wide variety of needs. The department is supported by a full-time technical assistant.

Curriculum

The School prides itself on the success and profile of its creative subjects. All pupils in the Fourth Form (Year 9) have three 50-minute periods of Art per fortnight. We run a Stretch and Challenge programme with our Foundation Preparatory School to help the ablest prepare for transition to Art at the Senior School. Art is a popular GCSE choice for both Art specialists and for pupils who want some variation from a classically academic programme. We have two or three GCSE sets each year, the maximum set size being around 16. Results at GCSE Art have averaged 85% A*/A over the past three years.

In the Sixth Form, we always have two small sets in each cohort. Pupils receive individualised teaching and are highly invested in making a success of their A-level Art. A healthy number of Sixth Formers make applications to foundation courses, direct entry Art degree courses, History of Art, Architecture, Fashion and other Art- and Design-related disciplines. Our average A-level pass rates have been an average of 54% A*/A and 78% A*-B for the past three years. Our board for GCSE and A-level is currently Edexcel.

Co-curricular Activities

We provide Stretch and Challenge activities in the Lower School (Years 9-11) and numerous extension opportunities in the Sixth Form. The department makes use of many whole-school resources, the best example being a very beautiful Arts and Crafts/Byzantine Chapel in which we are fortunate enough to be able to show work, such as self-portraits by all Fourth Form pupils. We take groups to several of London's museums and galleries, as well as art fairs, and direct pupils to make good use of the many artistic venues, exhibitions and events in and around the capital. We lead educational visits overseas, travelling regularly to New York, European capitals and the Venice Biennale.

Accommodation and Resources

Art shares a light and generously proportioned 1950s block with Design Technology. Art has three teaching studios plus a large photography studio which doubles up as a life drawing room and a small studio currently used by the Upper Sixth for art installations and other ambitious projects. Our full-time technical assistant has a workshop in the department. We are next door to the main School library which has a substantial collection of art books available for loan. The campus has sufficient woodland and small fields to accommodate temporary built structures and excavations.

The Post

The post of Head of Art is becoming vacant owing to the retirement of the incumbent after 18 highly successful years leading the department. We are looking for a talented and visionary individual who will be able to maintain and develop the place of Art in the School, lead teaching and learning at all levels and further enhance the department's excellent record of public examination results and access to exciting Higher Education destinations for the Creative Arts.



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 a Creative Arts discipline or similar 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 Art
- > 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 Art
- > 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 **9.00am on Monday 19 February 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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