



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

# International

## Teacher of Biology September 2018 Candidate Information Pack



# INTRODUCTION

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**A well-qualified and dynamic graduate is required for September 2018 to teach Biology to (I)GCSE level.**

**Closing date for applications:**  
Wednesday 21 February 2018

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## Key facts about The Mount, Mill Hill International

### Co-educational

FOR AGES 13–17

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**120+**

ACRES OF GROUNDS  
AND FACILITIES

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### Summer School

INTENSIVE ACADEMIC AND  
ENGLISH PLUS COURSES FOR  
AGES 12-17

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### Day & Boarding

DAY, WEEKLY AND  
FULL BOARDING  
PLACES AVAILABLE

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### Activities

PROGRAMME OF  
CO-CURRICULAR ACTIVITIES  
INCLUDING ART, DANCE,  
DRAMA, MUSIC AND SPORT

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**10 miles**

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

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### A range of courses available

FOR PUPILS BETWEEN YEAR 9  
AND 11 WITH ONE AND TWO  
YEAR GCSE COURSES

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### Small Class Sizes

PROVIDING INDIVIDUAL  
ATTENTION AND SUPPORT  
FROM TEACHERS

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# THE SCHOOL

## Mill Hill International

Newly opened in September 2015, The Mount, Mill Hill International is a co-educational boarding and day school for international pupils aged between 13 and 17. The School offers a traditional British education and academic curriculum up to GCSE/IGCSE with specialist EAL teaching.

The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as the International School.

The Mount, Mill Hill International has a newly refurbished campus with modern facilities centred on a historic building dating from 1875. Formerly a girls' school, The Mount School merged with Mill Hill School in 2014 to become The Mount, Mill Hill International. We are a short walk from Mill Hill School which sits in 120 acres of magnificent parkland on the edge of the North London Green Belt, providing a wonderful environment in which to work.

Pupils come to The Mount, Mill Hill International from a wide variety of cultural backgrounds and pupils are highly committed to their academic studies. Boarding is central to our sense of community and pupils at The Mount, Mill Hill International board alongside their peers at Mill Hill School. We also have a fully integrated co-curricular and Games programme with our aim being that each pupil can explore new interests and build new skills.

## 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 life time whilst balancing this with a readiness to embrace change.

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.





# BIOLOGY AT THE MOUNT, MILL HILL INTERNATIONAL

## **The Post**

MMHI is a new School and there will be opportunities for the successful candidate to contribute to its exciting development. There will be a particular focus on developing our approaches to Teaching and Learning to suit the needs of the EAL learner.

## **Curriculum**

MMHI's class sizes are small with a maximum of 14 pupils per class. The aim is to help international pupils develop their English language whilst at the same time ensuring they have full access to the UK curriculum. Thus, the subject teacher needs to adapt their teaching to assist the EAL learner. Every lesson, regardless of its subject content, is an opportunity for pupils to develop language skills. It is therefore desirable, although not essential, to have experience of teaching international pupils and/or qualifications or training in teaching English as an Additional Language.

Pupils across the age range study Biology as part of their curriculum. Biology is currently offered at IGCSE as part of the One Year GCSE course for Year 11s and from September 2018 will be a compulsory subject in the new Two Year GCSE course. It is expected that the majority of pupils on the Two Year GCSE course will sit all three Sciences separately at GCSE but some pupils may be entered for Combined Science.

Currently for the One Year GCSE course, MMHI pupils are prepared for the Cambridge International Examinations IGCSE syllabus in Biology, however, there will be some flexibility for the incoming teacher to choose the most appropriate syllabus and examination board in discussion with the other Science teachers at MMHI. It is likely that pupils on the Two Year course will follow the AQA syllabus.

## **Accommodation and Resources**

The School has undergone complete refurbishment and all teachers benefit from well-equipped classrooms/laboratories with interactive whiteboards. There is a Science prep room/office and the Science teachers benefit from technician support.



# 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 Housemaster/mistress. This role is crucial in supporting the pastoral care of the international pupils many of whom are far from home and family for the first time. Some aspects of the role of the tutor involve: holding group and individual tutorials; leading assemblies; monitoring academic progress and participation in co-curricular activities; assisting tutees with study skills and organisation; supporting tutees with onward placements and school applications.

In addition, all teachers at MMHI are expected to contribute to the School programme of games and/or activities. This will involve participation during the five-day week as well as working between eight and twelve Saturday mornings per academic year. Teachers at MMHI will also be required to assist with the boarders' programme on Friday evenings or Sundays at least once per term.





# PERSON SPECIFICATION

**The successful candidate will be able to demonstrate the following:**

- > A strong academic background, with at least a good honours degree in Biology and, depending on experience, a PGCE or equivalent
- > Ability to adapt teaching to meet the needs of the international pupil
- > Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- > High personal and professional standards
- > Positive working relationships with colleagues and the ability to work as a member of a team
- > Excellent time management and organisational skills
- > Ability to take responsibility and to show initiative
- > Ability to contribute to developing new teaching and learning strategies
- > Thorough knowledge of the subject and an interest in current developments
- > 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 Biology
- > 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 CLASSROOM TEACHER AT THE MOUNT, MILL HILL INTERNATIONAL

- > To write schemes of work and devise shared resources for the agreed syllabuses
- > To plan, prepare and teach approximately 22 lessons per week across the age range
- > To prepare pupils for tests and examinations, using revision programmes, past examination papers, and other resources as appropriate
- > To be available to support those pupils who need additional help with their academic studies and/or to offer extension work to those in need of further challenge
- > To set, mark and record coursework and assessments
- > To maintain records of work covered for each set taught
- > To set prep on a regular basis, following the School's prep timetable and according to guidelines established by the Head and Deputy Head
- > To mark pupils' work regularly and to keep a record of each pupil's achievements
- > To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress
- > To write reports and submit grades as per the deadlines set in the School reporting and assessment calendar
- > To attend Parents' meetings and be well prepared to report and comment upon the performance of pupils
- > To adhere to the School's policies and procedures as set out in the Staff Handbook and other associated documents
- > To be proactive in promoting the School's behaviour policies
- > To keep classrooms, laboratories and equipment used in good order and to report any damage or faults to the appropriate person
- > To contribute to the overall work of the School, e.g. participating in fieldtrips or exchange visits, covering classes for absent colleagues as directed by the Deputy Head or Head
- > In the case of absence, to notify the Deputy Head and to set work for classes needing to be covered whenever possible
- > To attend all staff meetings called by the Head
- > To keep abreast of developments in his/her subject area and to support the School's contribution to the relevant targets of the current Development Plan
- > To be actively involved in the appraisal system and to seek out and apply for suitable INSET to enhance performance and enrich experience
- > To cascade good ideas/practice as discovered





# 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

**office@millhillinternational.org.uk** by **16:00 Wednesday 21 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 **office@millhillinternational**

The Mill Hill Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As part of the selection process the successful applicant will be required to obtain a basic Disclosure & Barring Service check.

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





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**millhill.org.uk**



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