



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Teacher of Design Technology (Product Design) for September 2019 Candidate Information Pack



INTRODUCTION

Owing to an exciting phase of school growth, a well-qualified and enthusiastic graduate is required for September 2019 to teach Design Technology (Product Design) to GCSE and A-level within a dynamic and successful department.

Closing date for applications: 9.00am on Friday 26 April

Key facts about Mill Hill School

GCSE & A-Level

WITH A WIDE RANGE
OF OPTIONS

Day & Boarding

DAY, WEEKLY AND
FULL BOARDING
PLACES AVAILABLE

2018 Academic Results

A-LEVEL: 40% A*/A; 73% A*-B
GCSE: 59% 9-7; 81% 9-6

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 750 pupils aged between 13 and 18, of whom 300 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 as 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 DESIGN TECHNOLOGY DEPARTMENT

From September 2019, the Design Technology Department will comprise the Head of Department, two teachers, an academic project manager and a part-time technician.

The department teaches courses in product design and manufacture to pupils in our Fourth Form (Year 9), Remove and Fifth Form (Years 10-11 – GCSE Product Design/polymers) and Sixth Form (Years 12-13 – A-level Product Design).

Design Technology is a mandatory subject in the Fourth Form and an optional subject to GCSE and A-level. Modules in programmable control have been recently introduced and within the department there is a strong emphasis on CAD/CAM. Staff need to be confident that they can respond to a wide variety of needs at all levels, although specialist areas of the curriculum are delivered by experienced teachers where appropriate. External visits to Jaguar Land Rover and Dyson School of Engineering allow pupils to gain real-world experience and promote an interest in the subject that extends beyond the classroom.

Consistently healthy numbers choose the subject at GCSE and A-level: we typically have three sets per GCSE cohort and two per A-level cohort. Results are particularly strong: the GCSE A*/A pass-rate has typically been 60-70% in recent years; at A-level, the average A*/A pass-rate has been 67% over the past three years, with A*-B at 94%. A significant number of leavers go on to degree courses in Product Design, Engineering and other related areas at universities and colleges in the UK and mainland Europe. Several pupils hold Arkwright Engineering Scholarships and Teen Tech Awards.

The Design Technology Department occupies a 1950s building of large, purpose-built workshops and studios, which is shared with the Art Department in two distinct zones. The Design Technology Department further benefits from a light, modern extension, and the main workshop spaces have been remodelled and improved in the last 24 months. Pupils work with a range of traditional and high-tech equipment and materials, with an emphasis on CAD and additive manufacturing techniques.



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 Design or Technology-related discipline and, depending on experience, 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
- > 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 take the lead in 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 Design Technology
- > 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

- > To teach to the syllabus prescribed by the Head of Department, using the scheme of work drawn up for the department and to prepare pupils for tests and examinations, using revision programmes, past examination papers etc as appropriate.
- > To plan and prepare work as appropriate.
- > To maintain records of work covered for each set taught.
- > To set prep on a regular basis, following the School's prep timetable in the Lower School and according to the Head of Department's guidelines in the Sixth Form.
- > To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book.
- > To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress.
- > To provide a written report on each pupil at half term (on internal report card) and at the end of each term (full reports).
- > To keep classrooms, laboratories and equipment used in good order and to report any damage/faults, etc., to the appropriate person (usually the Head of Department).
- > To contribute to the overall work of the department e.g. drawing up schemes of work, setting examination papers, participating in field trips or exchange visits, covering classes for absent colleagues as directed by the Head of Department or by the Head.
- > In the case of absence, to notify the Head of Department and the Deputy Head (Academic) and to set work for classes needing to be covered whenever possible.
- > To attend all staff meetings called by the Head and parents' meetings of all year groups taught.
- > To keep abreast of developments in his/her subject area and to support the department's contribution to the relevant targets of the School Development Plan by attending appropriate INSET and other courses.



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 Friday 26 April**. 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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