



# Belmont

Belmont, Mill Hill Prep  
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

## TEACHER OF FRENCH



Belmont, Mill Hill Prep. A part of the Mill Hill Education Group.





# JOB DESCRIPTION

**ALL PUPILS ARE TAUGHT FRENCH FROM YEAR 3 TO YEAR 8. IN YEAR 6, PUPILS DO A CAROUSEL OF SPANISH AND GERMAN AND THEN IN YEAR 7 THEY CHOOSE ONE OF THESE TO CONTINUE WITH THROUGH TO THE END OF YEAR 8 AS THEIR SECOND MODERN FOREIGN LANGUAGE. PUPILS ARE TAUGHT IN ABILITY GROUPS FOR FRENCH AND THE MAXIMUM CLASS SIZE IS 22. THE MFL DEPARTMENT ALSO OFFERS A LESSON TO YEAR 2 PUPILS FROM OUR PRE-PREP, GRIMSDALL ONCE A WEEK AS PART OF THEIR TRANSITION.**

There are extensive and comprehensive schemes of work in place for all elements of the curriculum and regular department meetings take place. The department is a collaborative team and pedagogy, and resources are regularly shared.

## **The Post**

The successful candidate will be expected to teach French to Upper School pupils (Years 6 to 8), to some Lower School classes (Years 3 to 5) and possibly teach Year 2 as part of their transition. The successful candidate may also be required to be a tutor to a form in Upper School (Year 6 – 8). The opportunity to teach a second subject may be possible but in the first instance, we are looking for a passionate teacher of French.



## **Key accountabilities**

While this list is not exhaustive and may be subject to evolution over time, the principal requirements of the post are as follows:

### **Pupils**

- Prepare and deliver high quality lessons in line with the agreed scheme of work of the MFL department
- Mark and assess pupils' work in line with school and departmental policy and record assessments in a clear and useful way
- Stimulate and encourage pupils to achieve excellence in MFL. Engage in the extracurricular programme for MFL (including trips and exchanges run by the Department)



### School

- Promote the Belmont Values (Be kind, Be Brave, Be You) in all lessons and interactions with pupils
- Follow our Promoting Positive Behaviour policy with regard to rewards and sanctions
- Understand and follow our policies relating to Safeguarding and Health and Safety including all other relevant policies
- Carry out duties in accordance with the termly Duty Rota
- Contribute to the school's extensive extra curriculum programme
- Attend and participate in all staff meetings and training as required
- Support school events such as concerts, drama productions etc
- Support the running of Open Mornings on a Saturday (twice per year)
- Assume additional responsibilities as reasonably requested by the Deputy Head Academic or the Headteacher

“  
Leaders effectively  
incorporate outdoor  
learning to strengthen  
pupils' development in all  
phases of the school.”

Good Schools Guide Review 2020







# PERSON SPECIFICATION

## Qualifications and Skills

- A strong academic background, with at least a good honours degree in French or a related discipline
- Teaching qualification

## Experience and Knowledge

- Experience in teaching pupils in KS3
- Some experience of teaching pupils at KS2 or KS4 is desirable

## Abilities, Skills and Attributes

- High personal and professional standards
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management, organisational and ICT Skills
- Ability to take responsibility and to show initiative
- Positive attitude to managing behaviour in the classroom

“Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils.”

ISI Inspection Report January 2024

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues, relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline



# THE SCHOOL

## **Belmont, Mill Hill Prep**

Belmont is the co-educational preparatory day school to Mill Hill School. The school is set in 40 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

“  
The co-curricular  
programme engenders  
pupils’ interests as well as  
develops pupils’ knowledge,  
skills and understanding.  
This is a significant strength  
of the school.”

ISI Inspection Report January 2024

## **A part of the Mill Hill Education Group**

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.





# HOW TO APPLY

**APPLICATION DEADLINE:** Applications will be assessed as and when we receive them.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

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

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, seize the moment and click the button to complete your Application Form.

**APPLY**



# Belmont

# INSTILLING VALUES INSPIRING MINDS

**Belmont**

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