



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Teacher of Economics & Business 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 Economics & Business to GCSE and A-level within a large, dynamic and successful department.

Closing date for applications: Tuesday 26 February

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 BUSINESS EDUCATION DEPARTMENT

Staffing

The Business Education Department currently comprises the Head of Department plus three other members of staff. They span a strong range of experience and specialisms. The department teaches both Economics and Business to A-level.

Curriculum

The department currently teaches the Edexcel A-level Economics linear course and there are typically three sets each year in the Lower and Upper Sixth. Examination results are strong, with an average of 86% A*-B at A-level over the past three years.

In terms of Business, the department currently teaches the Edexcel linear A-level Business course. There are typically three or four sets each year in the Lower and Upper Sixth. Again, examination results are strong, with an average A-level A*-B pass-rate of 70% over the past three years.

Accommodation and Resources

The department occupies a prime location on the upper floor of the Favell Building, which was opened in March 2007. We have four classrooms located together, with projectors linked to a PC and DVD/video facilities, a large well-stocked departmental library (shared with Geography) and a departmental office.

Co-curricular

The ethos of the Business Education Department is one of encouraging pupils to think independently and widely about the subject content. Educational visits are organised every year to reinforce the pupils' understanding of the subject theory, with practical examples from the real world. Recent trips have included visiting Shanghai and Beijing and the Jaguar Land Rover factory in Solihull.

The department also invites visiting speakers to the School and runs societies for both Business and Economics, where pupils have the opportunity to immerse themselves in topics that go beyond the syllabus. Some pupils take part in national competitions; including the IFS Student Investors Challenge, where they invest a virtual £100,000 into the stock market, and the Royal Economics Society essay competition.

The Post

The post will be based at Mill Hill School and is likely to involve teaching both Economics and Business at A-level. There may also be some requirement to teach IGCSE Economics and/or Business at our on-campus International School, The Mount, Mill Hill International (MMHI). Pupils at MMHI are aged 13-17 and pursue a range of programmes including one- and two-year IGCSE, Year 9 Foundation and Year 11 Pre-A-level. These programmes combine academic study across a number of disciplines with intensive English learning. MMHI provides optimum individual attention to its highly motivated pupils thanks to its smaller class sizes. MMHI pupils are integrated with pupils at Mill Hill School for co-curricular activities, boarding and wider social opportunities.

The post could be adapted to suit an experienced teacher, a newly qualified teacher or a new direct entrant to the profession. Our training programme offers a high level of mentoring and support within an appropriately reduced timetable. Accommodation in a shared staff house may be available. A trainee would be expected to complete the University of Buckingham PGCE with QTS in the first year of their appointment and to undergo the IStip NQT induction programme in their second year. All training and qualification costs would be met by the School. We would expect the appointment to be permanent, subject to the post-holder successfully completing the School's standard probation period, their PGCE and their NQT year.



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 Economics, Business or a 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 Economics and Business
- > 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 Tuesday 26 February 2019**. 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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