



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Teacher of Mathematics September 2018 Candidate Information Pack



INTRODUCTION

A well-qualified and enthusiastic graduate is required for September 2018 to teach Mathematics to GCSE and A-level within a large, dynamic and successful department. The post could be full- or part-time.

**Closing date for applications:
Wednesday 31 January 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 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 MATHEMATICS DEPARTMENT

Staffing

The department currently comprises the Head of Department and a Second-in-Charge plus six full-time teachers and one part-time teacher. They span a good range of experience and specialisms.

Curriculum

In the Fourth Form (Year 9) we teach in classes shaped by an element of setting, although there is some range of ability within each group. Pupils study a challenging syllabus and develop their independent learning skills. We encourage pupils to challenge themselves and become good problem solvers in preparation for GCSE and eventually A-level study.

At GCSE the department currently prepares pupils for the Edexcel syllabus. We additionally prepare the top set for an International GCSE in Further Pure Mathematics within the standard timetable allocation for Mathematics. GCSE results for Mathematics have been consistently good and continue to improve year on year, with 55% on average achieving A*/A grades.

A levels in Mathematics and Further Mathematics are extremely popular courses in the School. A large number of Mill Hill pupils continue with Mathematics from GCSE to A-level and a significant proportion of our new Sixth Form joiners also take the subjects. We have two full sets studying Further Mathematics in each of the Sixth Form year groups.

A-level results have been consistently good with 60% on average attaining A*/A grades every year. A significant number of leavers go on to Mathematics or Mathematics-related degrees, including a number to Oxford and Cambridge in recent years.

Accommodation and Resources

The department occupies the first floor of the historic Marnham Block in the centre of the School. It has seven classrooms located together, each with a projector linked to a PC. More than half the classrooms have interactive whiteboards. There is also a departmental office.

The Post

The Mathematics Department is thriving and there will be opportunities for the successful candidate to contribute to many of the key areas of its work. This post is likely to involve teaching across the age range from Fourth Form (Year 9) to Upper Sixth (Year 13). The ability to teach Further Mathematics and STEP/Oxbridge preparation would be helpful.

We would be able to support a Newly Qualified Teacher and we would be equally happy to receive applications from those looking to train via a work-based PGCE route.

The post is offered as a full- or part-time role. Candidates should state their preference and availability as well as any additional subjects they would feel confident to teach.



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 Mathematics 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 Mathematics
- > 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 **4.00pm on Wednesday 31 January 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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