



Mill Hill

For pupils aged 13 - 18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

CAREERS ADVISOR



Mill Hill School. A part of the Mill Hill Education Group.



INSTILLING VALUES INSPIRING MINDS

A WARM WELCOME TO MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOL, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.

Mill Hill is one of the UK's best known and most reputable independent schools. Founded in 1807 by non-conformists, our original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Traditionally an all-boys boarding school, Mill Hill is now fully co-educational with over 80% day pupils, though boarding remains core to our philosophy. We are the flagship school within the Mill Hill Education Group, one of the UK's largest and fastest growing non-profit independent school groups. We are a traditional senior school taking pupils from Years 9 – 13, but are closely integrated with our superb Prep school Belmont, which is located just next door.

At Mill Hill we are proud to be the school of choice for many families in London and beyond. Academic standards are high – with 52% of all grades at A Level at A*/A in 2024 (84% A*-B). The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.



This role is an exciting opportunity to join Mill Hill and help us realise our ambitious plans. The more you learn about our current work, the more you will see that we are in the process of making Mill Hill a truly leading school. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits, many of which are detailed later in this pack. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

David Benson
Head, Mill Hill School



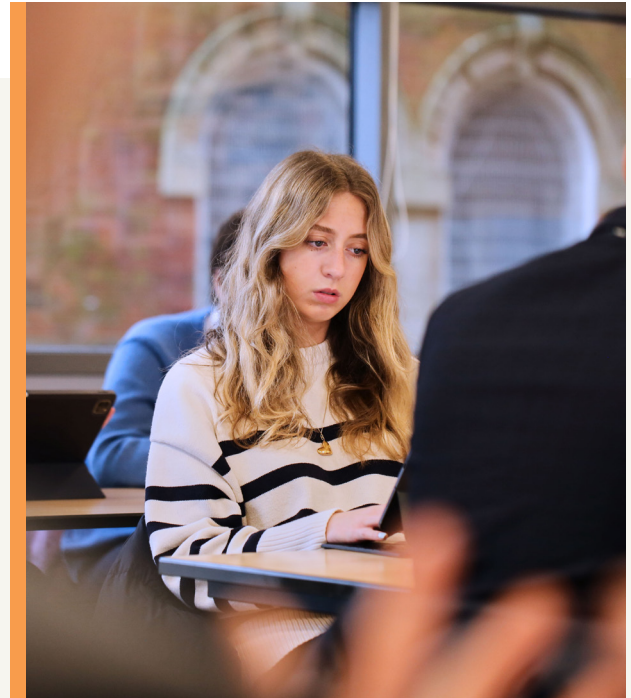
JOB DESCRIPTION

WE ARE LOOKING FOR A HIGHLY SKILLED, PASSIONATE CAREERS PROFESSIONAL TO LEAD CAREERS EDUCATION ACROSS THE MILL HILL SCHOOLS. THEY WILL BE PRINCIPALLY BASED AT MILL HILL SCHOOL, BUT WILL ALSO WORK WITH OUR PREP SCHOOL BELMONT AND OUR SISTER SCHOOL MILL HILL INTERNATIONAL.

Line managed by the Deputy Head i/c Sixth Form - but also working closely with the Deputy Head Academic and Head of PSHE - our new Careers Advisor will hold the overall vision and strategy for careers. They will have the space and resources to develop a world-class model of careers provision, working with a diverse range of pupils at different stages of their careers journey.

KEY RESPONSIBILITIES

- Lead the careers offer at Mill Hill School to ensure every pupil receives timely, effective and appropriate guidance about their future professional pathways
- Using the Gatsby Benchmarks as a reference point, design and deliver a robust and comprehensive careers curriculum
- Lead an exciting and varied programme of talks and events to showcase career opportunities to Mill Hill pupils at appropriate times during their School journey
- Expand liaison with the Old Millhillians Club and MHS Parents Association – to powerful networks of careers support – as well as local and national employers, in order to develop a wide variety of opportunities for work experience and/ shadowing
- Work with our partner schools in MHEG to assist them in further developing their careers education
- Lead the careers strand of the 'Martlet Programme' for Fourth Form (Year 9) pupils on Friday afternoons, as well as exploring any other opportunities to promote careers within the School's co-curricular programme
- Lead the development of careers education throughout the academic curriculum
- With the Head of Sixth Form, lead an outstanding programme of post-18 guidance and support, with particular focus on the promotion of and application for degree and other career apprenticeships
- Organise the set up and implementation of the Careers components of the Unifrog Platform at the beginning of each academic year to be accessible to all pupils, and consistently promote opportunities and tools on Unifrog throughout the academic year
- Work with Heads of Department to recognise and deliver subject-specific information and guidance which can positively influence a pupil's careers learning journey





- Produce a Careers- focused programme of study and calendar for all year groups that highlights continuity between year groups, including the transition from Belmont and progression in provision. This should be made available to parents and be published on the website
- Keep pupils, staff and parents informed about current employment trends and key skills that are required by the job market, involving liaison with publications by local and national employment bodies
- Manage the Careers Department’s annual budget
- Manage the resources of the Careers section of the library (in cooperation with the librarian), with particular emphasis on developing digital resources
- Review the effectiveness and value of introducing pupil interview platforms such as ‘Shortlist Me’

“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





PERSON SPECIFICATION

THE SUCCESSFUL CANDIDATE WILL BE ABLE TO DEMONSTRATE THE FOLLOWING:

- A strong academic background, with at least a good honours degree
- High personal and professional standards
- Positive working relationships and ability to manage the dynamics of teams of young people
- Ability to balance direct management of teams of young people with stepping back as appropriate
- Excellent time management and organisational skills
- Excellent communication skills orally and in writing
- Ability to take responsibility and to show initiative
- Ability to take the lead in developing new strategies and processes
- Understanding of the charitable field, and the ability to research deserving causes and develop relevant ways of supporting them
- Empathy with the position of staff as well as that of pupils
- Aspiration to progress into Senior Leadership in the future



SALARY

The salary for this role will be highly competitive and subject to the candidate's prior earnings and experience. For further information in advance of your application please email charlotte.kelly@mhsfoundation.uk.



THE SCHOOL

Mill Hill School

Mill Hill is one of the UK's best known and most reputable independent schools. We are the school of choice for many families in and around London, as well as a sizeable community of international pupils.

Mill Hill was founded in 1807, by non-conformists as an alternative to England's 'ancient' public schools who admitted only Church of England families. More than 200 years later, these values of innovation, inclusion and diversity still permeate the school.

Mill Hill now forms the flagship within a wider group of nine schools, known as the 'Mill Hill Education Group.' We work collaboratively with all these schools but are most integrated with Belmont - our 'Prep' and main feeder, located just next door.

Traditionally an all-boys boarding school, both Mill Hill and Belmont are now fully co-educational, with a mixture of day and boarding pupils.



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

Independent Schools Inspection 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.





MEET THE TEAM



Kamla joined us in 2023 from the state sector, bringing 20 years of teaching and leadership experience with her. In her first year she secured some of the best A Level results of any department at Mill Hill, as well as developing a rich co-curricular offer that primes pupils for the real-world of business. In addition to leading the department, Kamla promotes entrepreneurial thinking through a range of lower school enterprise activities, fostering a creative spirit in all pupils she works with.

Kamla Stoll
Head of Economics and Business



Aaron joined us in 2017 as the Assistant Director of Sport and Rugby and was promoted to Director of Sport in 2019. He manages a large team of specialist coaches and trainers, making a difference to all pupils in the school. Aaron played professional rugby for Saracens RFC before entering the education sector. In his time at Mill Hill, he has built a market-leading sports programme which grows from strength to strength each year.

Aaron Liffchak
Director of Sport



Emma joined Mill Hill as Head of Maths in 2022, having previously been Second in Charge at City of London School for Boys. She entered teaching straight from university, where she secured a First Class degree in Maths at Cambridge. Her vision is for every pupil to achieve their full potential through an engaging, supportive and challenging curriculum. In addition to leading the department, she can usually be found on the netball court, either playing herself or coaching the U15 girls' team.

Emma Lockhart
Head of Mathematics



Pearl joined our Chemistry Department from Aldenham School, and has become a key member of our team. Earlier in her career she had a seven year stint as Head of Science at Arnold House, a leading North London prep school, and a feeder of Mill Hill. In addition, Pearl led a Science Department of an outstanding state school in Hertfordshire, prior to entering the independent sector. Pearl completed her BSc at Monash University, Australia, before moving to the UK.

Pearl Lee
Teacher of Chemistry



Gareth leads the co-curricular and performance elements of Music across the Foundation, working alongside a separate Head of Academic Music and a large team of Music teachers. Gareth joined Mill Hill from Highgate School where he worked as Head of House, and is relishing a return to a curriculum focused role. Prior to entering teaching he worked in industry, and played with some of London's leading orchestras (e.g. the BBC Symphony Orchestra).

Gareth Hanson
Director of Musical Performance



The Chapel is the heart of our school, and Ryan helps bring that vision to life. His role spans teaching in Religious Studies with leading weekly Chapels and assemblies, as well as providing one to one support to both pupils and staff. He works closely with colleagues across the Mill Hill Schools. Prior to joining us Ryan was the Vicar of St Paul's Church, Mill Hill, having trained for ordination in the Church of England at St Mellitus College. A keen footballer, Ryan coaches our U14A Football team.

Ryan Venn-Dunn
Foundation Chaplain



OUR SCHOOL IN NUMBERS

A*/A

Grade achieved at A Level
by over 52% of pupils



66%

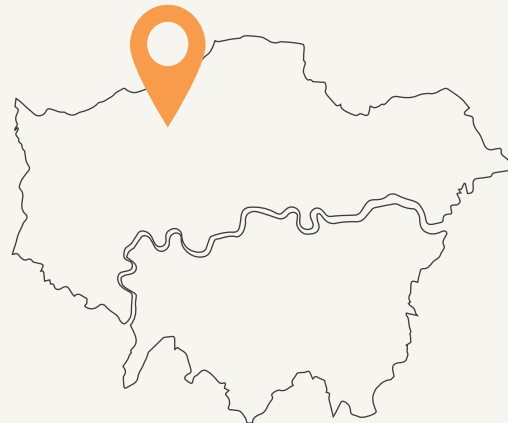
Grades at GCSE at 9-7

1807

The year
Mill Hill was
founded

10

miles from
Central London



120

acres of beautiful
school grounds

900

pupils in 12 houses



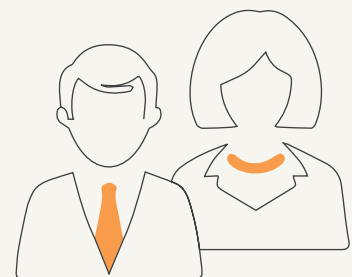
75%

of Mill Hill pupils go to
Russell Group Universities



200

staff members





WHY JOIN US

Why choose Mill Hill School?

Mill Hill School stands out as a leading independent school, offering professional opportunities which are second to none. We balance ambition with support, and provide our staff with extensive space to extend their skills.

Situated on our magnificent 120-acre campus, our learning environment provides an exceptional setting for both staff and pupils. The School is underpinned by a strong sense of community, and levels of staff retention are distinctively high. There are a number of reasons why people love working at Mill Hill, including;

- A culture of mutual support and collaboration across our staff team
- Dedicated, aspirational pupils, from a diverse range of backgrounds
- An unrivalled co-curricular offering
- A genuine commitment to ensuring a reasonable workload, with a focus on staff motivation and engagement
- Highly competitive salaries and overall compensation package

Why work for the Mill Hill Education Group?

- Join a growing collection of independent schools, based in London and surrounding areas
- Teach in a stimulating academic environment and be a part of numerous activities outside the classroom, fostering both learning and personal growth
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Instil a lasting love for learning whilst balancing this with a readiness to embrace change, preparing pupils for life, both now and in the future
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

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.

Added benefits

We not only offer inspirational learning environments for pupils but great places to work for our staff. In addition to working in our beautiful school settings we also offer a range of benefits:

Free onsite parking

Pension schemes with Life Assurance

Opportunities for continued professional development

Enhanced holiday entitlement

Optional and discounted private medical insurance

Lunch included

Discounted membership at our school gym and swimming pool sessions

Cycle to Work Scheme

Teaching positions are offered discounted school fees



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: MONDAY 27 JANUARY 2025, 12 NOON

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 team, please click the button to complete your Application Form.

APPLY



Mill Hill

INSTILLING VALUES INSPIRING MINDS



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