



Mill Hill

Instilling values, inspiring minds
Grimsdell | Belmont | Mill Hill School | Mill Hill International

Belmont

Teacher of English September 2019 Candidate Information Pack



INTRODUCTION

We are looking for an enthusiastic and dynamic Teacher of English to join our School. Additional responsibility may be available for the right candidate.

Closing Date: Friday 22 March 2019

Interviews: Thursday 28 March 2019

Key facts about Belmont

**Co- educational
Day School**

FOR AGES 7-13

**Part of the
Mill Hill School
Foundation**

EDUCATING GIRLS AND
BOYS FROM 3-18

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO
UNDERGROUND AND
MAIN LINE STATIONS

35 acres

OF GROUNDS AND
FACILITIES

19 pupils

OUR AVERAGE CLASS SIZE

THE SCHOOL

Belmont

Belmont is a co-educational preparatory day school in Mill Hill and one of four schools that comprise The Mill Hill School Foundation. The school is set in 30 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 and sporting reputation and provides a happy and friendly environment in which pupils enjoy learning.

Entry at 7+ is automatic from our pre-prep Grimsdell 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 independent schools in North London and beyond.

The school achieves high academic standards at Common Entrance and other entrance exams to senior schools, with a significant number regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for the quality of its pastoral care and for the very good personal development of the children. In our 2012 inspection, the inspectors found all aspects of the School's provision to be excellent. We wish to maintain and build on the standards currently achieved and the successful candidate will play a key role in helping the School achieve its aims.

Further details about the School can be found on the website at: millhill.org.uk/belmont

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 instill a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

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 POST

The Post

The position becomes available owing to the increased pupil numbers at the school. The successful candidate will be required to teach children in Years 6, 7 and 8 primarily with the possibility of teaching to Y3, 4 or 5 depending on experience. An ability to offer a second subject would be an advantage but the priority for the school is to find a teacher who will offer excellence in English lessons.

The department currently has three full time English teachers and two part time teachers. There are 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 English curriculum broadly follows the National Curriculum and children's progress is tracked by test results and teacher assessment. In Years 7 and 8 the schemes of work link closely to those of Mill Hill Senior School so that the pupils are well prepared for the demands of GCSE. Our most able Year 8 pupils are prepared for the 13+ Scholarship examination for Mill Hill School.

The children are currently taught in ability groups in Key Stage 2 and in mixed ability groups in Key Stage 3. The taught curriculum is supplemented by lunch time clubs, national competitions and inter-school English challenges; there are also clear cross-curricular links with other subjects within the schemes of work, and we actively encourage the use of ICT in the classroom.

The salary will be based on the Belmont salary scale, which is enhanced over that of maintained schools. The Foundation currently offers private medical insurance and fee relief for the children of established staff if they pass the entrance criteria.



JOB DESCRIPTION

The successful applicant will be required:

Pupils

- > Plan and deliver high quality lessons in line with the agreed scheme of work
- > Weekly high quality marking and feedback should enhance the pupils' learning.
- > Assess pupils' development in line with school and departmental policy and record assessments following School assessment and tracking policies.
- > Monitor and track pupil progress and take appropriate action when progress is not being made.
- > Differentiate lessons according to the ability of the children in the group.
- > Write reports to parents on all pupils taught as directed.
- > Attend all Parents' Evenings for classes taught.
- > Stimulate and encourage pupils to achieve excellence in the subject.

Subject Department

- > Take part in departmental meetings as required by the Head of Department.
- > Accept advice and instruction from the Head of Department with regard to departmental policies and schemes of work, maintenance of records, care of resources, etc.
- > Demonstrate a willingness to contribute to the department's schemes of work and lesson planning.
- > Take part in the annual review of performance.
- > Take part in regular Inset to keep skills and knowledge up to date.
- > Support the running of and participate in Reading Week and English trips.
- > Add contribution to extra-curricular activities

The Wider School Community

- > Cover for absent colleagues and provide break, after school and lunchtime duties as per the duty rota.
- > Provide at least one extra-curricular activity per week.
- > Attend and participate at whole school events such as concerts and volunteering for trips.

Meetings

- > Attend full staff meetings.
- > Attend Department meetings.
- > Attend an Action Group meeting (Choice of Teaching & Learning Action Group, Pastoral Action Group or Extra-Curricular Action Group)

PERSON SPECIFICATION

As the successful candidate, you will be able to demonstrate the following:

Abilities, Skills and Knowledge

- > A strong academic background, with at least a good honours degree in English or a related discipline and, depending on experience, a PGCE or equivalent
- > Teaching of KS3 and some experience of KS4 English is desirable
- > 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 English
- > Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- > Motivation to work with children and young people
- > Positive attitude to managing behaviour in the classroom

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 relationships and personal boundaries with children and young people.
- > Attitudes to the use of authority and maintaining discipline.



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 the **Head's PA** gellen@belmontschool.com

3

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 and will be required to teach a lesson and provide evidence of their identity at interview.

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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