



Belmont



Mill Hill  
EDUCATION GROUP

Brief for the appointment of

# Head

Belmont (Mill Hill) Preparatory  
School



ODGERS BERNDTSON

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# Background

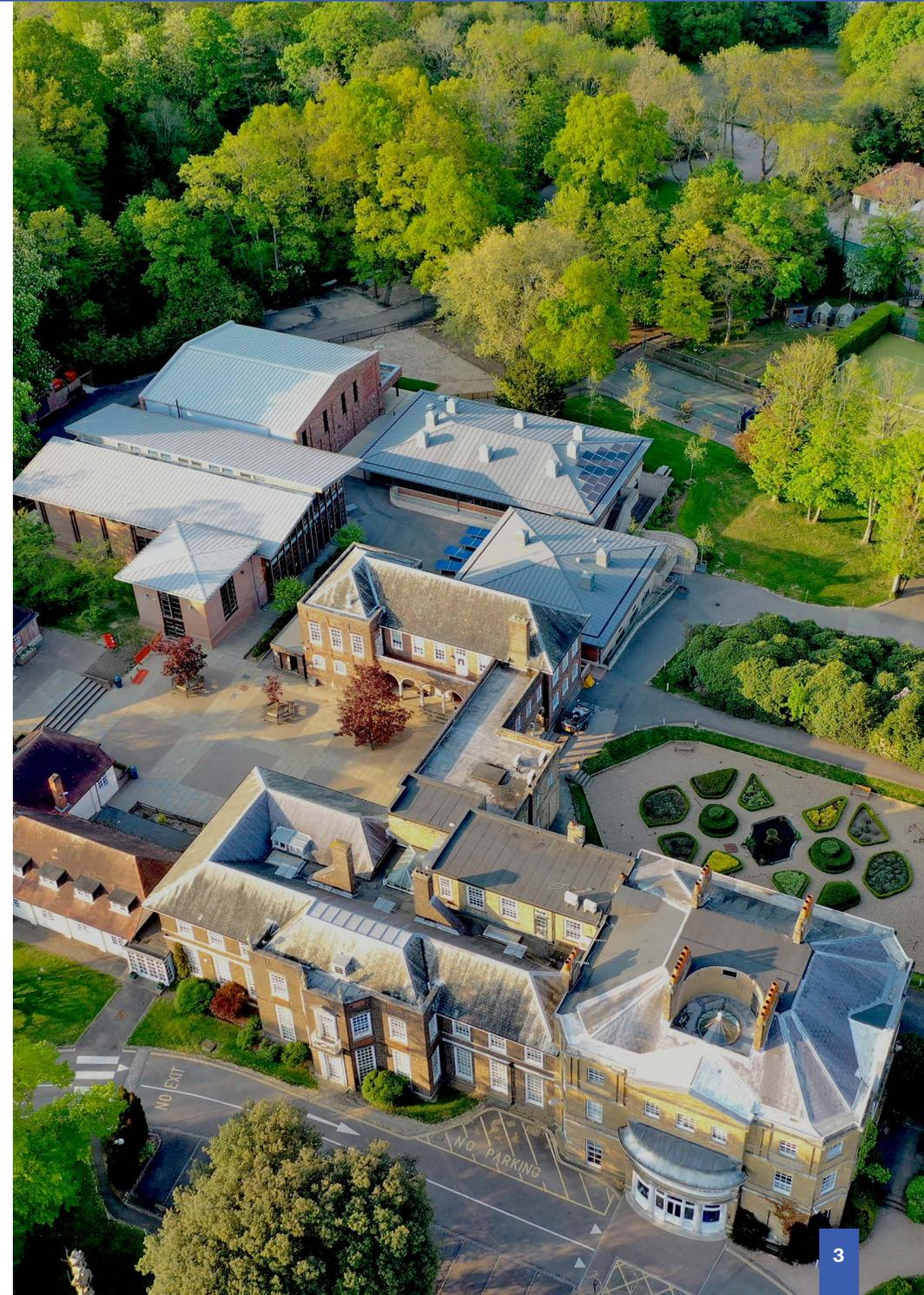
## About the Mill Hill Education Group

The Mill Hill Education Group (MHEG) is a rapidly growing family of schools. As at January 2024, there are nine schools in the Group:

- **Grimsdell** (co-ed pre-prep day school based in Mill Hill)
- **Belmont** (co-ed prep day school based in Mill Hill)
- **Mill Hill School** (co-ed senior boarding and day school in Mill Hill)
- **Mill Hill International** (co-ed senior boarding and day school in Mill Hill)
- **Cobham Hall** (senior boarding and day school in Kent, for girls Y7-11 with co-ed Sixth Form)
- **Lyonsdown** (prep school for girls in Barnet)
- **Keble Prep** (co-ed prep school in Winchmore Hill)
- **St Joseph's In the Park** (co-ed prep school in Hertingfordbury)
- **Kingshott School** (co-ed all-through school in Hitchin)

The Group has grown in recent years through charity mergers, adding Cobham Hall in 2021, both Keble Prep and Lyonsdown in 2022, St Joseph's in the Park in 2023 and Kingshott School most recently. Links between the schools are strong and growing, with considerable opportunities for peer support between the school leaders. Despite the overall size of the Group, all the schools share a commitment to developing every individual pupil and are markedly friendly and supportive communities.

The schools that make up the Group are united by a shared educational ethos and operate as one charity with one set of Governors (collectively called the Court). All schools seek to instil a lifelong love of learning, equipping pupils with a readiness to embrace change that sees them set up to succeed in the present and in the future. This has been implicit in the motto of Mill Hill School since its foundation in 1807: 'Instilling Values, Inspiring Minds'.



## About Belmont Preparatory School

Belmont is a co-educational preparatory school educating 560 pupils aged 7 to 13 and was graded Excellent in the last ISI inspection in 2020. Belmont believes that children thrive when they are happy, engaged and challenged, so have created a nurturing environment where children are kind and love to learn. They are always prepared to give things a go and their enthusiasm, energy and hard work is remarkable. Belmont has created a rigorous, rich and diverse curriculum that goes well beyond the national curriculum and gives each child the chance to excel in many areas.

When a child joins the Mill Hill Education Group at age 3, they

begin a journey that will carry them through to age 18 and beyond. The curriculum runs seamlessly through every school in the Group and is designed to prepare each child for life in the 21st century. It teaches children to think creatively and critically and builds flexible skills for a fast-changing world of new technologies. Just as crucial to their overall learning are the interpersonal skills that the Group equips all its pupils with: emotional intelligence, teamwork and leadership skills, and the ability to think on their feet and work under pressure. The three most important qualities expected from all Belmontians are to “be kind, be brave and be you”.

## Academic

Belmont is proud to offer a curriculum that is academically rigorous and engaging, instilling a love of learning in its pupils. All lessons provide opportunities for pupils to discuss, investigate, challenge and be challenged, and as a result, pupils develop not only their understanding but also their enjoyment of each subject. Pupils at Belmont are effective, aspirational and self-motivated learners. Through active learning, pupils are encouraged to ask questions and think critically.

Belmont pupils quickly become independent and develop their own high expectations. They have the confidence to share their ideas and opinions, as well as the humility to listen to others. They show initiative, and Belmont is proud of their confidence, resilience and tenacity. Subjects taught at Belmont include Computing, Classics, English, Modern Foreign Languages, Geography, History, Maths, PSHE, Religious Studies, Science, Art, Music and Drama,





### Pastoral Care

Belmont believes that a child who is happy and safe in their environment will flourish. Pastoral care is at the core of everything Belmont does and they pride themselves on providing excellent support and guidance to pupils.

Belmont staff understand that each child needs subtly different approaches to make the best progress. In Years 3-5, pupils enjoy the continuity of working daily with their form tutor, as well as with subject specialists. By Year 6 they are ready to learn every subject with a specialist teacher.

In small classes with an average of 19 pupils, and often smaller classes for the Lower School, Belmont uses both traditional teaching and learning methods and innovative approaches using IT, enquiry-based projects and peer-to-peer learning. Belmont actively teaches and models the core values of caring, compassion and resilience every day and in every activity they do. The backbone of pastoral care at Belmont is the system of individual tutors who will support pupils on each step of their journey.

Belmont is a Christian foundation based upon the principles of religious freedom. Pupils represent a wide range of faiths and cultures, and Chapel services and assemblies place a strong emphasis upon mutual respect and kindness. The Foundation Chaplain offers support to pupils and staff of all faiths and no faith, and weekly Chapel services provide an opportunity to gather as a community to reflect on what it means to live well together.

In 2020, the Independent Schools Inspection Report found “The quality of pastoral care is excellent. The staff know pupils well and relationships are extremely positive, both between pupils and staff and amongst pupils themselves.”

### House System

An additional strand to the school’s pastoral care is the flourishing House system, which provides the children with a sense of belonging and healthy competition. The children represent the Angles, Danes, Jutes and Saxons with pride and try their very best in all House activities. Four inspirational House Masters and a “House Buddy” support the



younger children’s development around the school. They encourage the children to embrace challenges in all aspects of school life.

Within the House system, children compete against one another in both the Academic and Activities Cup. In the Academic Cup children are rewarded for outstanding academic work, while in the Activities Cup children are given the opportunity to represent their House and gain points in a wide range of activities. This culminates in a prize-giving ceremony at the end of term.

## Sport

The Belmont mission is to ensure all pupils leave school physically literate and equipped with the motivation, skills and knowledge to foster a life-long love of physical activity. Set in 35 acres of stunning, landscaped grounds Belmont has excellent sports facilities, including netball courts, rugby and football pitches, an astroturf for hockey, cricket squares (including artificial surfaces), tennis courts, a woodland cross country course and a gymnasium. In addition, Belmont has regular use of Mill Hill School's modern swimming pool, sports hall and large astroturf.

To reflect the importance of physical activity, the school dedicates nearly four hours to PE and Games across the week.

Regardless of ability, all pupils take part in a range of different sports and activities at various competitive and recreational levels. All PE lessons are taught in pupils' form groups, in a mixed-ability, co-educational setting. During Games afternoons pupils take part in single-sex groups; however, girls and boys come together in a co-educational setting for after school clubs and activities.

## Co-Curricular

Complementing the rich academic curriculum, Belmont has an exciting and broad co-curricular programme that runs alongside lessons. These activities allow the children to discover what it is they really enjoy, and their involvement and commitment sees their confidence develop and spill into other aspects of school life.

The all-round, holistic learning experience of a Belmont pupil is at the heart of all Belmont does, and the breadth of activities on offer reflects this. With over 90 activities before, during and after school, each child will find something they love and, through hard work and commitment, be the best they can be at it.

Belmontians are encouraged to lead where appropriate, such as through setting up their own clubs where there is shared interest. These can cover a mix of academic and non-academic themes including coding, drones, history, music, science and sport.





Further information on the Mill Hill Education Group and Belmont can be found here [www.millhill.org.uk/prep/](http://www.millhill.org.uk/prep/)

### **Trips**

Belmont is committed to providing a rich and stimulating range of visits to broaden the education of its pupils. Belmont believes that all pupils must learn about the world by getting out of the classroom and experiencing it first-hand. Trips range from skiing in the French Alps to playing netball or cricket in Antigua or visiting geothermal spas in Iceland.

In the Summer Term Belmont runs an Activities Week where pupils take part in a different curriculum: in Years 3, 4 and 5 pupils will make campfires, cook, take part in leadership activities, play golf, try archery, climb, go on treasure hunts and much more. Year 6 create their own play from scratch. Year 7 go on a Geography field trip to the Lake District, and Year 8 go to Cornwall for a leadership and sports activity week.

### **School Environment**

Outside the classroom, Belmont's verdant grounds provide the perfect setting for the children to relax, play and build long-lasting friendships. The vast space and outstanding facilities also help the children to develop skills such as leadership, resilience and teamwork, whether this be through the school's all-inclusive Games programme, or taking part in much-loved Forest School lessons.

Not only is every classroom equipped with an interactive whiteboard, with iPads widely in use, but they also have a wide range of specialist rooms, many of them in the state-of-the-art new block. This includes three modern Science labs, one Music room, an Art room, a DT room, two IT rooms, a Gym and a Cookery classroom.



# The Role

The Head is responsible for the effective day-to-day management of Belmont, in accordance with the Group's strategies and policies. A detailed Scheme of Delegation exists to support clear lines of responsibility and accountability, alongside the support available from colleagues. Under this Scheme, the Head is responsible for setting the curriculum and educational standards of the school, the employment and development of its teaching staff, the recruitment, behaviour and discipline of its pupils, the inspection readiness of its policies and standards, and is the lead ambassador for the school in its wider community.

Above all, the Head is responsible for maintaining the School's ethos and achieving its aims. The Head plays a key role in leading, articulating and implementing the strategic planning of Belmont. The overall aim is that the School is a beacon of excellence within the Group, mutually sharing best practice with the other schools, whilst maintaining its strong reputation in the local community.

## Specific Duties Include:

- Ensuring the highest standards of safeguarding and pastoral care are maintained, liaising closely with the DSL/DDSL and working with the Group's Director of Safeguarding.
- Ensuring academic excellence, through a well-designed academic curriculum, and by ensuring that all teaching is professional, effective and creative so that pupils have enjoyment and enthusiasm in their learning.
- Ensure pupil progress is accurately monitored and communicated, with appropriate advice given at key stages of their journey.
- Recruit and retain suitably qualified staff, encouraging an environment of rich professional development and pedagogical initiative, whilst appreciating the importance of staff welfare.
- Support a culture of mutual encouragement and support amongst all staff.
- Ensure that the school meets all statutory and regulatory requirements, working with fellow Execs and with the support of the Group's specialists.
- Maintain a broad, fulfilling and efficient co-curricular programme, giving a breadth of opportunity for all whilst ensuring those with particular gifts are developed.
- Maintain high standards of communication to the wider school community, engaging as an ambassador with stakeholders within and outside of school.
- Deal fairly and efficiently with any parental concerns and complaints.
- Help to establish and support local state school partnerships.
- Play a key role in promoting the school to prospective parents and pupils, working closely with other Execs to ensure the effective recruitment of pupils.
- Liaise with the Director of Operations over maintenance and improvement priorities in the existing campus.



- Contribute to the detailed planning and implementation of the campus master plan.
- Attend meetings of the Court, including strategy days, preparing and presenting papers in line with the reporting schedule.
- Manage the SLT in an effective manner, ensuring appropriate delegation and accountability and ensuring that the team is working efficiently with clear lines of communication within school.
- Work with the Director of Finance and Resources to ensure the School is efficiently structured with sound finances, including detailed budget setting.
- Actively support and develop the School's established bursary programme, developing community links to widen participation.
- Maintain and develop fruitful links with current and potential feeder schools.
- Be a highly visible presence within school, leading by example in all things.



# The Person

## Essential Qualifications and Experience

- Educated to university degree level.
- Demonstrable record of achieving academic excellence in a leading all-through preparatory or junior school.
- A clear vision of what constitutes an outstanding education.
- Experience gained in a leadership role with knowledge of the preparatory age range.
- The Group is committed to attracting a diverse range of applicants, and it is emphasised that there is no requirement that the above experience has been gained in the independent school sector; those with experience solely in the maintained sector are also encouraged to apply as are candidates currently working internationally.
- The ability to make wise and difficult decisions, consulting appropriately.
- A collaborative approach to problem solving, seeing the benefit of working with peers.
- A philosophy of education that is, above all, child-centred.
- The capacity to be creative and imaginative in finding solutions.
- A natural and compelling communicator, confident in public speaking and leading meetings of all sizes.
- Committed to the professional development of all staff.
- A capacity for hard work with the ability to cope well with the pressures of the role.

## Personal Qualities

- A warm and approachable manner, with the ability to engage across the range of school stakeholders.
- Somebody who values the rich history and traditions of the School whilst being innovative and forward-thinking in their approach.

## Terms and Conditions

- Highly competitive salary.
- Membership of the Group's defined contribution pension scheme.
- Family-sized accommodation located close to the school (if required).
- Relocation allowance (if required).
- School fee remission for children.



# How to Apply

The search for a new Head at Belmont is being led by Odgers Berndtson and the new postholder will be selected by a committee chaired by the CEO.

The closing date for applications is **09:00 GMT Monday 12 February 2024.**

Longlist interviews with Odgers Berndtson will take place **w/c Monday 19 February**, and short list interviews with the Selection Committee will take place on **Thursday 7 March**. Candidates invited to the final stage will be invited to have a full briefing visit on **Thursday 14 and Friday 15 March** and final interviews will take place on **Thursday 21 March**.

To apply, please submit a comprehensive CV along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: [www.odgers.com/90769](http://www.odgers.com/90769)

For an initial discussion, please contact:

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**Isabel Howard: +44 20 7529 3925**  
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## Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

*The Mill Hill Education Group is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*





Belmont

[millhill.org.uk](http://millhill.org.uk)



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