



Mill Hill

For pupils aged 13 - 18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

SCHOOL STAFF INSTRUCTOR (SSI)



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



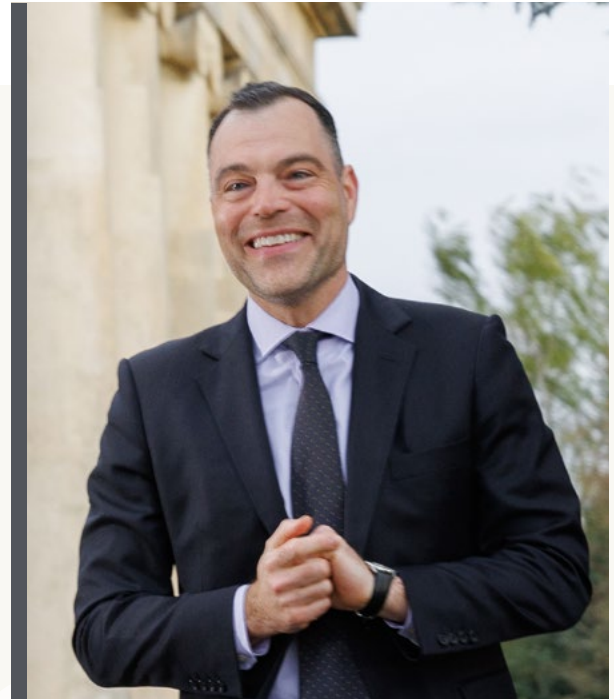
INSTILLING VALUES INSPIRING MINDS

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 Christian 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 North and West London, and internationally. Academic standards are high – with 52% of all grades at A Level at A*/A, and 66% grades 7-9 at GCSE. 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.



"If you want your child to be happy, send them to Mill Hill" is a refrain you will often hear from parents, and levels of staff, pupil and parent satisfaction are distinctively high.

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 the best school in the UK – state or independent. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits. 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

MILL HILL SCHOOL IS SEEKING TO APPOINT A NEW SCHOOL STAFF INSTRUCTOR (SSI) FOR ITS HIGHLY SUCCESSFUL AND NATIONALLY RECOGNISED COMBINED CADET FORCE (CCF). CANDIDATES SHOULD BE HIGH CALIBRE EX-REGULAR OR RESERVE ARMY, NAVY OR RAF OFFICERS, EXPERIENCED CFAVS OR SNCOS. THE SUCCESSFUL CANDIDATE WILL WORK ALONGSIDE THE CONTINGENT COMMANDER, WHICH IS A ROLE ALSO BEING ADVERTISED IN ADDITION TO THIS POST.

The CCF contingent is integral to life at Mill Hill School. The contingent has a wide reach within the School, attending numerous ceremonial events, having a weekly training sessions and enjoying a huge variety of both day and residential trips. In addition, there is a much loved and very busy Corps of Drums. The CCF plays a significant part of a wider Co-Curricular programme, that was recently described as a “Significant Strength” of the School by ISI in 2024. Whilst the CCF programme is in a strong position and is nationally recognised, the appointment of a new leadership team allows the school to modernise the offering, with the aim of making it a more attractive and purposeful offering to the Mill Hill School community.

General Responsibilities & Expectations:

In all aspects of the job relating to CCF activities the SSI is answerable to the Contingent Commander. The SSI is the principal administrative and logistical liaison between the contingent and HQ London District, 4 Infantry Brigade, including the Cadet Training Team (CTT). He/she is also to liaise with the Air Cadet Organisation via the RAF Test NCO as required and the Co-Ordinator of Activities within the School. The SSI provides military guidance to the training programmes of all three services.

Administration and logistics and Stores

- The SSI is responsible for the routine administration of the Contingent under the direction of the Contingent Commander. This includes:
 - Arranging authorisation for training
 - Processing of travel and expenses claims
 - Administration of the CCF armoury and ammunition
 - Regular updating of regulations,



- pamphlets and Risk Assessments
- Use of all CCF databases (including Westminster) to update cadet and staff records, and course applications
- Maintain the pupil attendance registers for CCF routine parades and transfer the detail to SOC's. Follow up absentees
- Ensure all trips are run in line with the School's Educational Trips Policy, including liaison with the Medical Centre and Pastoral leads
- Assume the lead for all MOD Equipment Care Inspections (ECIs) and Logistical Care Inspections (LCIs). Liaise with the CTT as necessary
- Book MOD and School venues required for recurring and one-off training events as per the training programme requirements
- Ensure that the finances for CCF are correctly budgeted and recorded for the annual audit
- Maintain the upkeep of the indoor Range and the storage of Outdoor Education Equipment
- Maintain all CCF related vehicles in liaison with the School's Transport Manager
- Attend the termly Calendar Clash meeting only if the Contingent Commander cannot attend. Be prepared to attend other meetings or conferences in lieu of the Contingent Commander if necessary
- Liaison with the catering department in order to pre-book early/late meals, packed meals, tea/coffee and other items as necessary for CCF events (determined through the training programme).



- Reporting on CCF events for School publications and website;
- The SSI is responsible for the management of the CCF stores, including:
 - Assume the lead for the safe storage and up to date accounting for all CCF stores and equipment in the office block as well as outlying stores and buildings
 - Ensure all necessary liaison with the Cadet Training Team (CTT) representatives is maintained in a timely manner. Report any MOD equipment faults in a time effective manner
 - The organisation of uniforms and military and adventurous training equipment
 - Maintenance of CCF weapons*
 - The charging of cadets for losses
 - Procure, collect and deliver additional stores for training where applicable e.g. rations, ammunition and loan equipment. Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders if required for special events.*

Training

- Assist the Contingent Commander in field exercise planning and preparation including submitting all MOD and School pre-deployment mandatory paperwork (e.g. Authority to Train forms, IRBAs, School absence forms, Range letters, etc)
- Instructing cadets on the training period (currently Fridays), on weekend exercises and expeditions, and on holiday activities such as Army Summer Camp, Adventure Training camp and Duke of Edinburgh expeditions
- Advising the Contingent Commander on training requirements, and on the maintenance of high and safe standards throughout the CCF
- Provide an organisational overview of the CCF muster at the start of routine training and be prepared to assist in trouble shooting or covering absent staff in instructional roles in their CCF training roles
- Lead pre-determined training periods as agreed with the Contingent Commander and Army/RAF Section year group commanders
- Ensure cadets maintain the required standard of dress and discipline during CCF events and remind staff of their responsibilities in assisting in this role

Other Duties

- Prepare and action all necessary School and MOD documentation in anticipation of all CCF annual events (including the AGI and Newcastle Competition) within expected timeframes
- Assisting with the preparation of Adventure Training and Duke of Edinburgh expeditions
- Assist the Contingent Commander in recruiting Cadet Force Adult Volunteers (CFAVs) and cadets to the level of the establishment set by MOD and for ensuring that that the administration and management of the CCF is carried out as required by MOD regulations;
- Keeping staff and parents informed of activities in which pupils are engaged; In addition to the CCF related activities, the SSI will lead on the Outdoor Education opportunities of the pupils within the Games and Activities programme
- Support the Head of Duke of Edinburgh in the administration, delivery and leadership of DofE programme (including expeditions)
- In combination with the Assistant Head, Pastoral, lead on the Fourth Form Adventure Residential in September
- In combination with the Assistant Head, assist in the organisation and delivery of the Fourth Form Induction Day
- Explore the benefits and costs of introducing BTEC qualification into the CCF provision

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

* Currently, the School is completing a review of the use of the armoury on School site.

Additional Information

- The role is offered on a 0.8, part time basis (including Fridays) on a pro rata salary likely to be in the region of £35,000 (Non-Residential)
- It will be term time only, plus 20 days
- The successful candidate is also likely to have the opportunity to claim days at the current MOD SSI rate
- On-site accommodation might be available, but the salary would be adapted accordingly, and the role would include some boarding duties



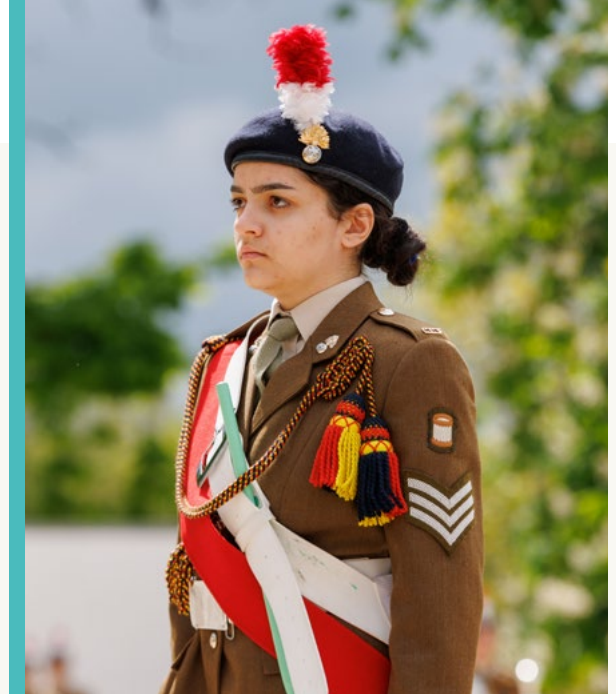
PERSON SPECIFICATION

Applicants who are Senior NCOs (Army Sergeants and Warrant Officers, or their equivalent ranks in the Royal Navy and RAF), who are recently retired or about to retire, would be well suited to the position. In addition to this, candidates with relevant experience in the planning and delivery of outdoor education together with a strong interest in CCF would also be considered.

- Military experience gained in the regular, reserve or Cadet forces
- Experience of planning, prioritising and organising resources to tight deadlines under pressure
- Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders
- Ability to produce reports and convey information that needs explanation or interpretation
- Enthusiasm, confidence and the ability to promote high professional standards within the CCF and challenge actions that go against protocol
- Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications
- MQual (or equivalent) qualification in planning and running exercises
- CQMS stores management experience
- Applicants must have a full, clean driving licence, and be prepared to take a minibus driving test
- Confidence performing ceremonial roles

In addition to the above, the following are also highly desirable

- Previous experience in a School or CCF
- Adventurous training, DofE, First Aid, Minibus driving
- Experience in delivering BTEC via the CCF



Benefits of the role:

- Lunch each day
- Additional Co-Curricular hours might be available, dependent on successful applicant's experience (e.g. taking a Sports Team on Saturday)
- Extensive training and professional development
- Opportunity to travel within a varied programme of educational visits within and in addition to CCF related trips.
- Opportunity to become a member of The Mill Gym and Studio (£10 a month), which includes the use of our sports hall; fitness suite and swimming pool
- Access to the School's Medical Centre
- Free staff sports kit for those involved in leading sports teams



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 North and West London, as well as a sizeable community of international pupils.

Mill Hill was founded in 1807 by merchants and ministers from Christian non-conformist backgrounds, 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.

“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 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.





HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: MONDAY 11 NOVEMBER 2024

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

APPLY



MEET THE TEAM



Kamla joined us last academic year, 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



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



Tom joined us in 2013 from QE Boys, as Director of Sport and was soon promoted to a member of the Senior Leadership Team. Having previously lead on the School's Operations, nowadays he heads up both the School's Co-Curricular provision and the Admissions Department. Amongst his proudest MHS achievements he lists the creation of the year ending Enrichment Week extravaganza, introduction of the rolling 3 year trip schedule and finally ISI identifying the School's Co-Curricular provision as a Significant Strength of the School.

Tom Vercoe
Assistant Head (Admissions and Co-curricular)



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%

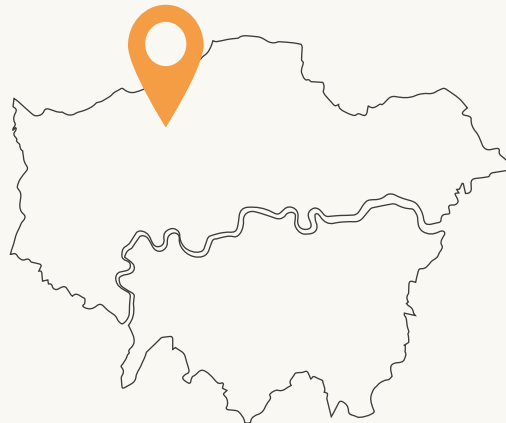
Grades at GCSE at 9-7

1807

The year
Mill Hill was
founded

10

miles from
Central London



120

acres of beautiful
school grounds

900

pupils in 12 houses



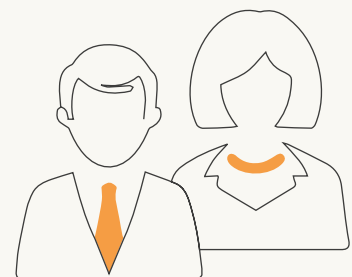
75%

of Mill Hill students go to
Russell Group Universities



120

Faculty 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

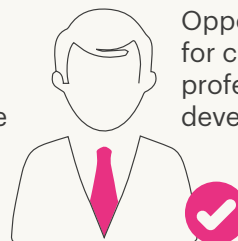
We not only offer inspirational learning environments for pupils but great places to work for our staff. In addition to working in our beautiful school settings we also offer a range of benefits:



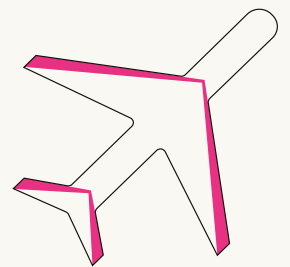
Free onsite parking



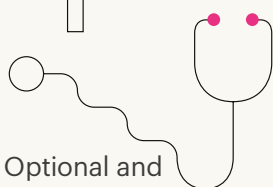
Pension schemes with Life Assurance



Opportunities for continued professional development



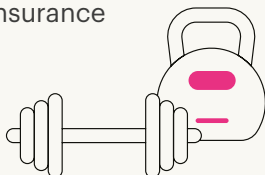
Enhanced holiday entitlement



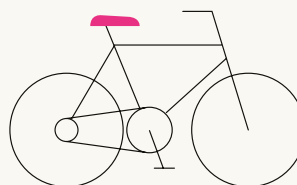
Optional and discounted private medical insurance



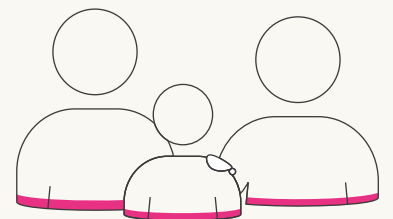
Lunch included



Discounted membership at our school gym and swimming pool sessions



Cycle to Work Scheme



Teaching positions are offered discounted school fees



Mill Hill

INSTILLING VALUES INSPIRING MINDS



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Mill Hill Village
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millhill.org.uk

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