



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

International

Teacher of Art & Design Candidate Information Pack



INTRODUCTION

We are seeking an enthusiastic and well-qualified Art and Design teacher to join us in January 2020. An earlier start date could also be considered.

Closing date for applications:
Thursday 19 September 2019

Key facts about The Mount, Mill Hill International

Co-educational

FOR AGES 13–17

120+

ACRES OF GROUNDS
AND FACILITIES

Summer School

INTENSIVE ACADEMIC AND
ENGLISH PLUS COURSES FOR
AGES 12-17

Day & Boarding

DAY, WEEKLY AND
FULL BOARDING
PLACES AVAILABLE

Activities

PROGRAMME OF
CO-CURRICULAR ACTIVITIES
INCLUDING ART, DANCE,
DRAMA, MUSIC AND SPORT

10 miles

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

A range of courses available

FOR PUPILS BETWEEN YEAR 9
AND 11 WITH ONE AND TWO
YEAR GCSE COURSES

Small Class Sizes

PROVIDING INDIVIDUAL
ATTENTION AND SUPPORT
FROM TEACHERS

THE SCHOOL

Mill Hill International

Newly opened in September 2015, The Mount, Mill Hill International is a co-educational boarding and day school for international pupils aged between 13 and 17. The School offers a traditional British education and academic curriculum up to GCSE/IGCSE with specialist EAL teaching.

The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as the International School.

The Mount, Mill Hill International has a newly refurbished campus with modern facilities centred on a historic building dating from 1875. Formerly a girls' school, The Mount School merged with Mill Hill School in 2014 to become The Mount, Mill Hill International. We are a short walk from Mill Hill School which sits in 120 acres of magnificent parkland on the edge of the North London Green Belt, providing a wonderful environment in which to work.

Pupils come to The Mount, Mill Hill International from a wide variety of cultural backgrounds and pupils are highly committed to their academic studies. Boarding is central to our sense of community and pupils at The Mount, Mill Hill International board alongside their peers at Mill Hill School. We also have a fully integrated co-curricular and Games programme with our aim being that each pupil can explore new interests and build new skills.

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 life time 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.



ART AND DESIGN AT THE MOUNT, MILL HILL INTERNATIONAL

The Post

The post is offered as a part-time role at around 0.75 of a full timetable. Candidates are asked to state their availability within their application form, as well as any additional subjects they would feel confident to teach.

The Curriculum

Pupils in Year 9 and on our Fast Track, intensive academic English course, study Art and Design as part of their core curriculum. They enjoy a varied course focused on developing enjoyment and enthusiasm for a wide range of genres and medium.

The School offers a one-year GCSE course as well as the traditional two-year GCSE course. Art and Design is one of the option subjects in both media.

Class sizes at MMHI are small with a maximum of 14 pupils per class. The aim of the School is to help international pupils develop their English language whilst at the same time ensuring they have full access to the UK curriculum. Thus, the subject teacher needs to adapt their teaching to assist the EAL learner. Every lesson, regardless of its subject content, is an opportunity for pupils to develop language skills. It is therefore desirable, although not essential, to have experience of teaching international pupils and/or qualifications or training in teaching English as an Additional Language.

As a relatively new school, there will be opportunities for the successful candidate to contribute to its exciting development, building on the work of the outgoing Art and Design teacher to continue to build the profile of Art at MMHI.

Accommodation and Resources

The School has undergone complete refurbishment and all teachers benefit from well-equipped classrooms with interactive whiteboards. The Art Department comprises two well furnished rooms: a large bright Art room and an adjacent dedicated large room for Textiles.



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 Housemaster/mistress. This role is crucial in supporting the pastoral care of the international pupils many of whom are far from home and family for the first time.

All teachers are expected to contribute to the School programme of games and/or activities. This will involve participation during the five-day week as well as working between eight and twelve Saturday mornings per academic year. Teachers at MMHI will also be required to assist with the boarders' programme on Friday evenings or Sundays at least once per term.



PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

- > A strong academic background, with at least a good honours degree in Art and ideally, 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 contribute to 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 Art and Design;
- > 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.



EXPECTATIONS OF A CLASSROOM TEACHER AT THE MOUNT, MILL HILL INTERNATIONAL

- > To plan, prepare and teach lessons across the age range according to the timetable and maintaining records of work covered for each set taught;
- > To write schemes of work and devise shared resources for the agreed syllabuses;
- > To prepare pupils for tests and examinations, using revision programmes, past examination papers, and other resources as appropriate;
- > To set prep on a regular basis, following the School's prep timetable and according to guidelines established by the Head and Deputy Head;
- > To mark pupils' work regularly and to keep a record of each pupil's achievements in a mark book;
- > To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress;
- > To write reports and submit grades as per the deadlines set in the School reporting and assessment calendar;
- > To be available to support those pupils who need additional help with their academic studies and/or to offer extension work to those in need of further challenge;
- > To keep classrooms, laboratories and equipment used in good order and to report any damage or faults to the appropriate person;
- > To contribute to the overall work of the School, e.g. participating in fieldtrips or exchange visits, covering classes for absent colleagues as directed by the Deputy Head or Head;
- > In the case of absence, to notify the Deputy Head and to set work for classes needing to be covered whenever possible;
- > To attend all staff meetings called by the Head and parents' meeting;
- > 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 **office@millhillinternational.org.uk** by **Thursday 19 September 2019**

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 **office@millhillinternational.org.uk**

The Mill Hill Foundation is 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 person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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