



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

International

EAL Teacher
Candidate Information Pack

INTRODUCTION

Mill Hill International seeks to appoint a well-qualified and dynamic graduate to teach English as an Additional Language to (I)GCSE level. This is an exciting opportunity for an enthusiastic teacher with excellent subject knowledge to play a key role in teaching a core subject to highly motivated pupils in small classes.

Closing date for applications: 09:00 on Friday 3 March 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about Mill Hill International:

Co-educational

FOR AGES 13–17

120+

ACRES OF GROUNDS AND FACILITIES

Spring & 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

Opened in September 2015, 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 seven in the Mill Hill School Foundation, which comprises Pre-preparatory (Grimsdell), Preparatory Schools (Belmont, Keble Prep and Lyonsdown) and Senior Schools (Mill Hill School and Cobham Hall) as well as the International School.

Mill Hill International has a 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 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 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 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. The Foundation comprises five independent schools offering co-education from 3–18-year-olds, these include Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior), Mill Hill International and Cobham Hall in Kent (Girls' School 3-17). Combined, the schools have over 700 staff and circa 2000 pupils. 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 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.



ENGLISH AS AN ADDITIONAL LANGUAGE AT MILL HILL INTERNATIONAL

The Post

The successful candidate will teach across the age range. The post may be suitable for a qualified mainstream English teacher with specific interest/experience in teaching pupils for whom English is an Additional Language or for an EAL specialist with a CELTA/DELTA or equivalent qualification.

The School's EAL teachers also play a vital role in supporting mainstream teachers in how to adapt their lessons to cater for the needs of the EAL pupil and therefore a willingness to assist other colleagues is essential.

There are currently five teachers of EAL three full time and two part-time, including the Head of English and EAL at Mill Hill International. Owing to growth, we now need to increase our teaching provision in English as an Additional Language.

We would be pleased to receive applications from either experienced teachers or NQTs. The School is able to support a newly qualified teacher through the NQT induction (with ISTIP) and we have a high quality programme of training, support and mentoring in place. Equally for an experienced teacher there may be opportunities to take on a position of additional responsibility.

Teaching at Mill Hill International

Class sizes at MHI are small with an average of 10 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.

Accommodation and Resources

The School underwent complete refurbishment before opening in 2015 and all teachers benefit from well-equipped classrooms with interactive whiteboards. Mill Hill International is essentially a digital school, with online digital resources and pupils use iPads in class. All classrooms are equipped with cameras and microphones to assist blended learning when needed. Each member of the teaching staff is also given a laptop.



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 co-curricular 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 MHI 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 and, depending on experience, a PGCE, CELTA 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 digital technology 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



EXPECTATIONS OF A CLASSROOM TEACHER AT 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 established guidelines
- To mark pupils' work regularly and to keep a record of each pupil's achievements in a digital mark book.
- To monitor pupils' attendance at lessons and to follow up absences 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 (Pastoral) or Head
- In the case of absence, to notify the Deputy Head (Pastoral) and to set work for classes needing to be covered whenever possible
- To attend parents' and guardians' meetings and all staff meetings called by the Head
- 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 complete an application form in full using the Apply button below and search for the position.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9:00am on Friday 3 March 2023.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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.

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



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millhill.org.uk/international

Mill Hill International

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