



Mill Hill

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

Belmont

Teacher of Maths September 2019 Candidate Information Pack



INTRODUCTION

We are looking to appoint an enthusiastic and passionate teacher of Maths to join this highly successful department.

Closing Date: Wednesday 24th April

Interviews: Monday 29th April

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 the co-educational preparatory day school to 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 reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep 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 selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

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 MATHS DEPARTMENT

The department currently has four full time maths teachers and three part time teachers. There are extensive and 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 Maths 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 Learning Support Department provide help for children on the Learning Support register, either within class or in small withdrawal groups.

The children are taught in set groups by ability. The taught curriculum is supplemented by problem solving activities, investigations and projects, national competitions and inter-school maths 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 successful candidate will be required to teach children in Years 6, 7 and 8 primarily, with some maths to younger children a possibility. The opportunity to offer a second subject may also be an advantage but our first priority is to recruit an excellent teacher of Maths.

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.

Maths within the Mill Hill School Foundation

The Foundation is committed to excellence and the Heads of Department meet termly to discuss schemes of work and the Foundation Through Curriculum.



JOB DESCRIPTION

The successful applicant will be required:

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.
- > Contribute to extra-curricular activities offered within the Department

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.

The Wider School Community

- > Be an Upper School (Y6 – 8) form tutor if required.
- > 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

- > Teaching of KS3 and some experience of KS4 Mathematics 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 Mathematics
- > Positive attitude to managing behaviour in the classroom

Education and Experience

- > A strong academic background, with at least a good honours degree in Mathematics or a related discipline and, depending on experience, a PGCE or equivalent
- > A relevant degree
- > A Teaching Qualification

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 by Wednesday 24th April**.

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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