



Belmont

Head of Computing & Digital Learning April/ September 2018 Candidate Information Pack



INTRODUCTION

We are looking for an inspirational practitioner to become Head of Computing and Digital Learning. As well as leading the learning of Computer Science, a key aspect of the role is to give the whole school a strategic direction in how and where technology can be used to enhance the children's learning.

Closing date for applications:
9am on Thursday 1st February

Interviews:
Wednesday 7th February

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 a co-educational preparatory day school in 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 520 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic and sporting reputation and provides a happy and friendly environment in which pupils enjoy learning. 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 our pre-prep Grimsdell 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 independent schools in North London and beyond.

The school achieves high academic standards at Common Entrance and other entrance exams to senior schools, with a significant number regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for the quality of its pastoral care and for the very good personal development of the children. In our 2012 inspection, the inspectors found all aspects of the School's provision to be excellent. We wish to maintain and build on the standards currently achieved and the successful candidate will play a key role in helping the School achieve its aims.

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 COMPUTING DEPARTMENT

The Head of Department, as the subject specialist, teaches Computing to Upper School (years 6 to 8) classes and some Lower School (years 3 to 5) classes. The rest are taught by suitably skilled teachers under the guidance of the Head of Department.

Pupils are taught in their class groups in a brand new computer room opened in September 2017. There is also a fully equipped second computer room based in the Learning Resources Centre which is available to be booked by any other subject. Computers are also available in our new, state of the art Music Technology room.

The school has two class sets of iPads which can be used in the classroom.

The Post

Heads of Department are an important part of the management structure of the School and crucial to the monitoring of standards within their subject.

Heads of Department report to the Deputy Head (Academic), monitor planning and assessment in their department and are expected to observe lessons and give feedback to colleagues to maintain the highest standards of teaching and learning.



JOB DESCRIPTION

The successful applicant will be required:

Department

- > To work closely with the Foundation Operations Manager to ensure the infrastructure is sufficient to support the needs of the school.
- > To research the Computing requirements for the school and, together with the Teaching and Learning Action group, suggest future enhancements.
- > To work with the technical team to ensure that any future developments are feasible.
- > To liaise with the Head of Department at Mill Hill and the Co-ordinator at Grimsdell in the review of the Foundation Curriculum in Computing.
- > Produce a Development Plan for the Headmaster and annual updates as required.
- > To support the teaching staff in their acquisition of skills and delivery of IT in the school.
- > Maintain efficient and effective control of departmental expenditure and budget.
- > To teach the children the knowledge and facts required to acquire the necessary skills and tactics to use IT safely and imaginatively, and to lay the foundations for future studies.
- > To stimulate and inspire an interest in the subject for its own sake through teaching style and the use of a wide variety of resources.

Pupils

- > Plan and deliver high quality lessons in line with the agreed scheme of work of the department.
- > Assess pupils' development in line with school and departmental policy and record assessments following School assessment and tracking policy.
- > Monitor and track pupil progress in taking 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.

Meetings

- > Full staff meetings.
- > Heads of Department meetings chaired by Deputy Head (Academic).
- > Foundation Heads of Department.

School

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Budgets

- > Manage the departmental budget.

PERSON SPECIFICATION

As the successful candidate, you will be able to demonstrate the following:

Abilities, Skills and Knowledge

- > Lead, manage and inspire a team of subject specialists and non-specialists teaching Computing.
- > Communicate effectively to staff at all levels.
- > Teach the subject across the full range of ability in KS3 and KS2.
- > Effectively manage students and their learning environment.
- > Display a commitment to maximising achievement for students of all ability levels.
- > Demonstrate knowledge and understanding of the key curriculum, assessment, teaching and learning issues for the subject at Key Stage 2 and 3.
- > Demonstrate a commitment to professional development, in particular, keeping up to date with changes in technology and the teaching of Computing.
- > Provide efficient administration, organisation and resource management.
- > Design and implement schemes of work and syllabuses.
- > Communicate a commitment to equal opportunities.
- > Demonstrate knowledge and understanding of, and a willingness to promote, the school's values, purpose and ethos.

Education and Experience

- > A degree, or appropriate Higher Level Qualification in Computing or a related subject.
- > 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 9am on Thursday 1st February 2018**

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.



Instilling values, inspiring minds
millhill.org/belmont



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