



Belmont

Belmont, Mill Hill Prep
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

KS2 CLASS TEACHER



Belmont, Mill Hill Prep. A part of the Mill Hill Education Group.





JOB DESCRIPTION

WE ARE LOOKING TO APPOINT AN ENTHUSIASTIC AND DYNAMIC FULL TIME KEY STAGE 2 TEACHER TO JOIN OUR SCHOOL FROM SEPTEMBER 2025.

Lower School (Years 3 – 5) form tutors are responsible for the day-to-day welfare of the children in their class and are the first point of contact for the parents on pastoral or academic matters. Tutors teach most subjects to their form, but there is specialist input for example in Games, PE, Music and French.

Classes are taught as mixed ability form groups apart from Maths where there is some ability grouping. All Lower School teachers are responsible for teaching one of the Maths sets. Class sizes are up to 21 pupils.

Schemes of work are broadly based on the National Curriculum although in some areas, the children work through them at an accelerated rate. Year group teams work collaboratively and there is a weekly year group meeting for staff to share resources, pedagogy and discuss pupils.

Although tutors stay for some time in their chosen year group, the School encourages movement within Lower School (Years 3, 4 and 5) for staff professional development.

Depending on experience and specialism, the successful candidate may have the opportunity to teach some lessons to other year groups (including Years 6-8) but our first priority is to recruit an excellent KS2 class teacher.



KEY RESPONSIBILITIES

While this list is not exhaustive and may be subject to evolution over time, the principal requirements of the post are as follows:

PUPILS

- Plan and deliver high quality lessons in line with the agreed scheme of work
- Stimulate and encourage pupils to achieve excellence in their learning
- 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



YEAR GROUP

- Take part in year group meetings as required by the Head of Lower School
- Accept advice and instruction from the Head of Lower School and Lower School Coordinators regarding departmental policies and schemes of work, maintenance of records, care of resources, etc
- Demonstrate a willingness to contribute to the year group'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
- Support the running of and participate in any trips happening in your year group

SCHOOL

- Promote the Belmont Values (Be kind, Be Brave, Be You) in all lessons and interactions with pupils
- Follow our Promoting Positive Behaviour policy with regard to rewards and sanctions
- Understand and follow our policies relating to Safeguarding and Health and Safety including all other relevant policies
- Carry out duties in accordance with the termly Duty Rota
- Cover for absent colleagues and provide break, after school and lunchtime duties as per the duty rota
- Contribute to the school's extensive extra curriculum programme
- Attend and participate in all staff meetings and training as required
- Support school events such as concerts, drama productions etc
- Support the running of Open Mornings on a Saturday (twice per year)
- Assume additional responsibilities as reasonably requested by the Deputy Head Academic or the Head

“
Leaders effectively
incorporate outdoor
learning to strengthen
pupils' development in all
phases of the school.”

Good Schools Guide Review 2020



PERSON SPECIFICATION

QUALIFICATIONS AND SKILLS

- A strong academic background, with at least a good honours degree
- Teaching qualification
- Experience in teaching pupils in KS2.
- Some experience of teaching pupils at KS1 or KS3 is desirable

ABILITIES, SKILLS AND ATTRIBUTES

- High personal and professional standards
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- Positive working relationships with colleagues and the ability to work as a member of a team
- Excellent time management, organisational and ICT Skills
- Ability to take responsibility and to show initiative
- Positive attitude to managing behaviour in the classroom

“
Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils.”

ISI Inspection Report January 2024

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 appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline



THE SCHOOL

Belmont, Mill Hill Prep

Belmont is the co-educational preparatory day school to Mill Hill School. The school is set in 40 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.

“
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 January 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: 9.00AM ON WEDNESDAY 14 MAY 2025

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, seize the moment and click the button to complete your Application Form.

APPLY



Belmont

INSTILLING VALUES INSPIRING MINDS

Belmont

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