



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Teacher of Biology for
September 2019/January 2020

Shared appointment with
London Academy of
Excellence Tottenham

Candidate Information Pack



INTRODUCTION

Owing to an exciting phase of school growth, a well-qualified and enthusiastic graduate is required for September 2019 to teach Biology to GCSE and A-level at Mill Hill School and to A-level at our partner school, London Academy of Excellence Tottenham.

Closing date: Wednesday 19 June at 9.00am

Key facts about Mill Hill School

GCSE & A-Level

WITH A WIDE RANGE
OF OPTIONS

Day & Boarding

DAY, WEEKLY AND
FULL BOARDING
PLACES AVAILABLE

2018 Academic Results

A-LEVEL: 40% A*/A; 73% A*-B
GCSE: 59% 9-7; 81% 9-6

120+

ACRES OF GROUNDS
AND FACILITIES

Co-educational

FOR AGES 13-18

10 miles

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

Part of the Mill Hill School Foundation

EDUCATING GIRLS AND
BOYS FROM 3-18

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 750 pupils aged between 13 and 18, of whom 300 are in the Sixth Form. The School is one of four in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory and Senior Schools as well as an on-site International School.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

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 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 lifetime whilst balancing this with a readiness to embrace change.



THE BIOLOGY DEPARTMENT

Staffing

Part of the School's Science Faculty, the department currently comprises the Head of Biology plus four full-time teachers. The department is well supported by two experienced Biology technicians. This post will be in addition to the current staffing.

Curriculum

In the Fourth Form (Year 9), we begin the GCSE course and all pupils study Biology up to GCSE. We are increasing the number of pupils in each year-group taking the triple award and currently almost half of our current Fifth Form (Year 11) do so, with the other half following the dual award syllabus.

All examinations are with AQA, be they GCSE Biology or GCSE Combined Science Trilogy. Overall Science pass-rates have improved steadily in recent years, with 73% 9-6 in Combined Science GCSEs in 2018. The Biology GCSE 9-7/A*-A pass rate has averaged well over 70% for the past three years.

At A-level, Biology is a popular subject choice, typically with three full sets a year. We follow the AQA syllabus. Each year a significant number of our Upper Sixth leavers go on to read Medicine, Veterinary Science, Biology or a related subject at university, following in the path of the distinguished Old Millhillian and Nobel Prize winner Francis Crick.

Accommodation and Resources

The Biology Department is located on the ground floor of the 100 year-old Science School and has benefitted from a programme of renovation. There are four practical laboratories, and a fifth laboratory is used to accommodate increased numbers at A-level. There is also a departmental office and a preparation room.

The Post

The successful candidate will be employed by the Mill Hill School Foundation but will be available to teach at Mill Hill School and our partner school, London Academy of Excellence Tottenham (about which more information can be found below). For the first year, the successful candidate will be fully seconded to LAE Tottenham. In subsequent years, it is likely that he or she will teach in both schools.

At Mill Hill, the successful candidate will teach across the age range from Fourth Form (Year 9) to A-level. At LAE Tottenham, the successful candidate will teach A-level. In both schools, the ability to teach for Oxbridge preparation and/or BMAT and UKCAT would be highly desirable.

The post could be adapted to suit an experienced teacher, a newly qualified teacher or a new direct entrant to the profession.

Our Partner

The London Academy of Excellence Tottenham is an academically selective 16-19 free school opened as part of the redevelopment of White Hart Lane in September 2017. LAE Tottenham's principal education sponsor is Highgate School and Tottenham Hotspur Football Club acts as the Business Sponsor. LAE Tottenham also benefits from partnership with eight other leading independent schools from London and the South-East: Alleyn's, Chigwell, Haberdashers' Aske's Boys', Harrow, John Lyon, North London Collegiate, Mill Hill and St Dunstan's. LAE Tottenham offers a demanding academic curriculum which is complemented by an active co-curricular programme.

As LAE Tottenham continues to grow, the Headteacher is looking to supplement his fantastic staff team and ensure the best possible educational provision for current and future cohorts. Working at LAE Tottenham offers teachers the opportunity to work closely and innovatively with subject specialists from partner schools, sharing exemplary teaching practice and extending their own professional development.

PASTORAL AND CO-CURRICULAR CONTRIBUTION

The successful candidate will be expected to play a full part in the broader life of the School. At Mill Hill, this will include responsibility for a tutor group, reporting to a day or boarding Housemaster/mistress as appropriate.

The successful candidate will contribute to the School programme of games and/or activities. At Mill Hill, this will involve participation during the five-day week as well as working in the region of eight Saturday mornings or afternoons per academic year; assisting with the boarders' programme on Friday evenings or Sundays is also possible as an alternative to the Saturday commitment.



PERSON SPECIFICATION

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

- > A strong academic background, with at least a good honours degree in Biology or a related discipline and, depending on experience, 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 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 Biology
- > Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- > Ability to manage practical classes effectively and safely
- > Motivation to work with children and young people
- > Positive attitude to managing behaviour in the classroom



EXPECTATIONS OF A CLASSROOM TEACHER

- > To teach to the syllabus prescribed by the Head of Department, using the scheme of work drawn up for the department and to prepare pupils for tests and examinations, using revision programmes, past examination papers etc as appropriate.
- > To plan and prepare work as appropriate.
- > To maintain records of work covered for each set taught.
- > To set prep on a regular basis, following the School's prep timetable in the Lower School and according to the Head of Department's guidelines in the Sixth Form.
- > To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book.
- > To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress.
- > To provide a written report on each pupil at half term (on internal report card) and at the end of each term (full reports).
- > To keep classrooms, laboratories and equipment used in good order and to report any damage/faults, etc., to the appropriate person (usually the Head of Department).
- > To contribute to the overall work of the department e.g. drawing up schemes of work, setting examination papers, participating in field trips or exchange visits, covering classes for absent colleagues as directed by the Head of Department or by the Head.
- > In the case of absence, to notify the Head of Department and the Deputy Head (Academic) and to set work for classes needing to be covered whenever possible.
- > To attend all staff meetings called by the Head and parents' meetings of all year groups taught.
- > 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 **applications@millhill.org.uk** by **9.00am on Wednesday 19 June 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 **applications@millhill.org.uk**

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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