



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International

Mill Hill School

Head of Business Education (Economics And Business) for September 2021 Candidate Information Pack



INTRODUCTION

A well-qualified and enthusiastic individual is required for September 2021 to lead a successful and thriving department and to teach Economics and/or Business to A Level.

Closing date for applications: 9.00am on Friday 23 April

Key facts about Mill Hill School

GCSE & A Level

WITH A WIDE RANGE
OF OPTIONS

Day & Boarding

DAY, WEEKLY AND
FULL BOARDING
PLACES AVAILABLE

2020 Academic Results

A LEVEL: 49% A*/A; 77% A*-B
GCSE: 63% 9-7; 99% 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

‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 850 pupils aged between 13 and 18, of whom 310 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 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, and wellbeing, 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 BUSINESS EDUCATION DEPARTMENT

Staffing

The Business Education Department currently comprises the Head of Department plus four other members of staff. They span a strong range of experience and specialisms. The department teaches both Economics and Business to A Level.

Curriculum

The department currently teaches the Edexcel A Level Economics linear course and there are typically three sets each year in the Lower and Upper Sixth. Examination results are strong, with 67% A*-B in 2020.

In terms of Business, the department currently teaches the Edexcel linear A Level Business course. There are typically three or four sets each year in the Lower and Upper Sixth. Again, examination results are strong, with an average A Level A*-B pass-rate of 70% over the past three years.

Beyond the Curriculum

The ethos of the Business Education Department is one of encouraging pupils to think independently and widely about the subject content. Educational visits are organised every year to reinforce the pupils' understanding of the subject theory, with practical examples from the real world. Recent trips have included visiting Shanghai and Beijing and the Jaguar Land Rover factory in Solihull.

The department also invites visiting speakers to the School and runs societies for both Business and Economics, where pupils have the opportunity to immerse themselves in topics that go beyond the syllabus. Some pupils take part in national competitions; including the IFS Student Investors Challenge, where they invest a virtual £100,000 into the stock market, and the Royal Economics Society essay competition.

Accommodation and Resources

The Business Education Department is located on the top floor of the Favell teaching block which was opened in 2007. There are four main classrooms (each with ICT and integrated sound and projection facilities) and departmental office.

The Post

The post will be based at Mill Hill School and is likely to involve teaching both Business and Economics at A Level. There may also be the opportunity to teach IGCSE Economics and/or Business at our on-campus International School, The Mount, Mill Hill International (MMHI)*. The specific details of the expectations of the Head of Department are included in this pack.

There will be opportunities for the successful candidate to further develop our extra-curricular programme, for which recent and current provision has included Academic Enrichment sessions, Business & Economics Society, the RES Economics essay competition and the Student Investor Challenge.

The successful candidate should also be prepared to contribute to the development of new technologies in the delivery of Business Education at Mill Hill. Our proximity to the City provides excellent business - related opportunities for our pupils. Links with our extensive Old Millhillian community provide further opportunities for enrichment. This post would suit either a Economics or Business specialist.

**Pupils at MMHI are aged 13-17 and pursue a range of programmes including one- and two-year IGCSE, Year 9 Foundation and Year 11 Pre-A-level. These programmes combine academic study across a number of disciplines with intensive English learning. MMHI pupils are integrated with pupils at Mill Hill School for co-curricular activities, boarding and wider social opportunities.*



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 day or boarding Housemaster/mistress as appropriate. The successful candidate will contribute to the School programme of games and/or activities. This will involve participation during the five-day week as well as working in the region of eight to twelve Saturday mornings or afternoons per academic year. All staff are additionally expected to attend Foundation Day (the School's Speech Day) which takes place on the third or fourth Saturday in September.



PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

- > A strong academic background, with at least a good honours degree in Economics or Business or a related discipline and, depending on experience, a teaching qualification
- > Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- > High personal and professional standards
- > Strong managerial skills and the ability to lead a team
- > Track record in developing and promoting interest in the study of Economics and/ or Business
- > Thorough knowledge of the subject and an interest in current developments
- > Awareness of current trends in curriculum content and assessment routes
- > 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
- > 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 Economics and/or Business Studies
- > Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- > Ability to manage practical classes effectively and safely
- > Ability to support the development of colleagues within the department, including PGCE/Trainee Teachers, NQTs, and recently qualified teachers
- > Motivation to work with children and young people
- > Positive attitude to managing behaviour in the classroom



EXPECTATIONS OF A HEAD OF DEPARTMENT

Every Head of Department is directly accountable to the Head. From day to day, he/she is line managed by a specific member of the Senior Leadership Team (SLT) with whom he/she has a formal, minuted meeting at least every three weeks during term-time. He/she should also liaise with the Deputy Head (Academic), Assistant Head (Teaching and Learning), and Assistant Head (Staff Development and Wellbeing) as appropriate. Heads of Department are expected to attend and contribute to the meetings of the Academic Heads, and other groups where relevant. Heads of Department must remain vigilant in matters of safeguarding, ensuring that concerns which arise through lessons, prep and attitude to work are passed on promptly to the Designated Person.

The primary objective of a Head of Department is to provide academic leadership by:

- Encouraging academic rigour, high pupil expectations and intellectual ambition
- Promoting pupil confidence and success in the subject
- Maximising public examination results
- Realising departmental development targets which relate to the School Development Plan
- Ensuring the department works in accordance with published School policies
- Keeping abreast of issues relating to the subject
- Teaching to the highest standard and promoting excellent teaching
- Creating a positive, forward-looking team spirit in the department
- Maintaining pupil respect for the subject and good classroom discipline

The key areas of responsibility of a Head of Department are to:

1. Develop and maintain high standards of Teaching and Learning:

- a. Promote the development of Teaching and Learning in the department to the most ambitious level possible
- b. Encourage pupil take-up at GCSE and A Level
- c. Encourage applications to competitive higher education courses
- d. Monitor, report and act on pupil performance, including regular progress testing and consultation with teachers

- e. Liaise with members of the SLT, Housemasters/mistresses, tutors, parents and others, as appropriate, regarding concerns over pupil performance or behaviour
- f. Provide support to departmental colleagues in dealing with behavioural issues
- g. Develop and enhance the teaching practice of those in the department
- h. Ensure teaching is organised to cater for the range of pupils in the School, including SEND, EAL and Academic Enrichment
- i. Develop staff and pupil use of educationally appropriate forms of ICT (eg Firefly and Microsoft Office, including Teams and OneNote)

2. Support the Head and SLT in the process of new staff appointments:

- a. Help prepare the job description and advertisement for new staff appointments
- b. Help shortlist candidates in accordance with the School's recruitment and appointment procedures including those relating to safeguarding
- c. Participate in the interview and assessment process
- d. Oversee the induction and training of new staff on departmental matters, including trainee teachers who will require additional support
- e. Review new staff in accordance with School induction policy

3. Manage the academic and support staff in the department:

- a. Organise and effectively deploy staff
- b. Appraise the work of the staff in the department in accordance with relevant School procedures
- c. Identify staff development and training needs in line with the School Development Plan
- d. Monitor the work of the members of the department, including keeping marking in line with School and department policies and periodic inspection of the recording marks
- e. Report concerns about any staff in the department to SLT
- f. Respond in timely fashion to any parental complaints about staff in the department

4. Carry out the department's administrative responsibilities:

- a. Maintain up-to-date and helpful departmental documentation, including the departmental handbook, schemes of work and internal assessment schedules
- b. Maintain up-to-date central departmental records of pupil performance and progress
- c. Conduct and minute weekly departmental meetings
- d. Organise internal examinations, progress tests and setting
- e. Mark entry scripts and provide candidate interview notes in timely fashion
- f. Make public examination entries via the Exams Officer
- g. Report on public examination performance
- h. Ensure the department contributes fully to reporting, including UCAS references
- i. Plan appropriate departmental staffing and rooming for the School timetable
- j. Formulate an annual budget request
- k. Organise and effectively deploy resources, including managing the departmental budget
- l. Request maintenance of equipment and fabric
- m. Comply with health and safety regulations and conduct risk assessments where relevant

5. Promotion and representation of the department and its work:

- a. Attend and contribute to Academic Heads' Meetings, Joint Housemasters/Academic Heads'
- b. Meetings, Cross-Foundation Academic Heads' Meetings and other groups as appropriate
- c. Disseminate information from meetings to the department
- d. Arrange for appropriate representation of the Department on Open Mornings and other whole school events
- e. Provide annually updated entries for publications such as Curriculum Guides for pupils and their parents
- f. Provide annually updated materials for the School website and magazine
- g. Suggest news stories for the website



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 Friday 23 April**. 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.



Instilling values, inspiring minds
millhill.org.uk



Mill Hill School
The Ridgeway
Mill Hill Village
London NW7 1QS

020 8959 1221
millhill.org.uk

Follow us
@MillHillSenior

