



Assistant Head (EAL) Candidate Information Pack



INTRODUCTION

We are looking for a leader with EAL expertise and experience to make a key contribution to the teaching and learning at Mill Hill International to start in January 2025. We are on an exciting journey to become one of the leading UK international schools. Our excellence in the field of EAL is well-known and has been recognised by the Independent School Inspectorate in our recent inspection report where EAL provision was singled out as a 'significant strength'.

If you want a new challenge, space to extend your skills and to be part of an exceptional and collaborative team please do consider an application.

Overview

The Assistant Head (EAL) is responsible for the academic and personal welfare of EAL pupils. The fundamental task of the Assistant Head (EAL) is to ensure that all staff recognise the importance of encouraging the active participation, learning and achievement of EAL pupils in all aspects of their school life, including participation in the co-curricular, sporting and social programmes at school. The postholder is responsible for ensuring that the highest standards of pedagogy is adopted in every classroom to meet the needs of the EAL pupils. Beyond the classroom, the Assistant Head (EAL) will ensure that the personal and pastoral needs of the EAL pupils are identified and catered for by liaising with the relevant key stakeholders, including the Senior Leadership Teams across both Mill Hill International and Mill Hill School. In addition, the postholder will lead the English and EAL Department at Mill Hill International and the EAL Department at Mill Hill School.

Closing date for applications: 9:00 on Tuesday 17 September 2024

Please note that we will accept applications ahead of the closing date, and applications will be considered as they are received during the summer holidays.

Should you wish to know more about the role, please do not hesitate to get in touch for a conversation with the Head, Sarah Bellotti. To arrange a meeting whether virtual or face-to-face, please contact the Head's PA, Miss Sweeney: office@millhillinternational.org.uk



MILL HILL SCHOOLS

Mill Hill Schools

Dating back to 1807 when Mill Hill School was founded, its location was wisely chosen on the top of a hillside for its fresh air, safety and natural beauty. There are now four schools within the Group based in Mill Hill, offering co-education for pupils aged 3 to 18. The schools are situated across 120 acres of beautiful school grounds, on the edge of the North London Green Belt and just ten miles from Central London.

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 220 boarding pupils.

- **Grimsdell, Mill Hill Pre-Prep** is a day school for pupils aged 3-7.
- **Belmont, Mill Hill Prep** is a day school for pupils aged 7-13.
- **Mill Hill School** is a day and boarding school for pupils aged 13-18
- **Mill Hill International** is a boarding and day school for pupils aged 13-17.

Mill Hill International

Opened in September 2015, Mill Hill International is a co-educational boarding and day school for international pupils aged between 13 and 17. The School offers a traditional British education and academic curriculum up to GCSE/IGCSE with specialist EAL teaching.

Mill Hill International has a refurbished campus with modern facilities centred on a historic building dating from 1875. Formerly a girls' school, The Mount School merged with Mill Hill School in 2014 to become Mill Hill International.

We are a short walk from Mill Hill School, which sits in 120 acres of magnificent parkland on the edge of the North London Green Belt, providing a wonderful environment in which to work.

Pupils come to Mill Hill International from a wide variety of cultural backgrounds and pupils are highly committed to their academic studies. Boarding is central to our sense of community and pupils at Mill Hill International board alongside their peers at Mill Hill School. We also have a fully integrated co-curricular and Games programme with our aim being that each pupil can explore new interests and build new skills.

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.

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 in 1807. 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.



KEY AREAS OF RESPONSIBILITY

Strategic and Leadership Role at Mill Hill International

- With the Head and the Senior Leadership Team, develop and implement the School's vision, aims and objectives
- With the Head and Deputy Heads, oversee the School's academic and pastoral strategy, in line with agreed educational priorities, and, where appropriate, in liaison with senior staff across the Foundation
- Keep abreast of the current research, trends and issues relevant to academic achievement and pastoral development of EAL pupils, and to be the lead within the School in developing a response to these
- Be responsible for drafting and presenting papers to Mill Hill Education Group, Deputies, Senior Leadership Team and Governors, including the writing of policies relating to EAL for sharing within the Group and with Governors
- Design and implement tracking systems, monitoring and evaluating their effectiveness and impact in raising attainment of EAL pupils
- Lead on all academic and pastoral areas of the School Development Plan regarding EAL
- Ensure the School has strong and positive links with Parents and Guardians of EAL pupils so that the partnership with home supports EAL pupils' learning, progress and personal development
- Be an excellent role model, in the classroom and beyond and in his or her role as a Senior Leader within the School
- Contribute to the Performance Review process, including lesson observations of teaching staff

- Guide and support colleagues in the development of their own teaching and learning practice and foster a positive culture of professional reflection and sharing of excellent practice
- Contribute to learning walks, work scrutiny, pupil focus groups and other activities aimed at developing the School's teaching and learning adapted to suit the needs of the EAL learners
- Foster a positive culture of professional reflection and sharing of excellent practice
- Support the wider life of the school through attendance at events within the School's cultural, social, sporting programmes and Chapel Services

Strategic and Leadership Role at Mill Hill School

- Oversee EAL provision at Mill Hill School, working collaboratively with the relevant Deputy Heads and Head of Learning Support
- Offer guidance and support to the EAL department at Mill Hill School

Teaching and Learning at Mill Hill International – Whole School Role

- Facilitate, design and document interventions within the classroom for EAL pupils (Individual Language Learning Support) for whom individualised support is needed
- Monitor and report to relevant stakeholders (Senior Leadership Team, colleagues, Parents, Governors) on the success of individual interventions
- Assist classroom teachers to differentiate for and maximise all EAL pupils' potential within their individual classes, by providing guidance on strategies to address behavioural and learning issues within the classroom



KEY AREAS OF RESPONSIBILITY

Pastoral Support at Mill Hill International

- Support the wider School team, including the Boarding Houses and Day House in the participation in the creative development of the School's cultural provision
- Ensure there is adequate support and celebration of diverse heritage languages
- Support the induction of EAL pupils and in-year admissions for new EAL pupils to ensure a successful transition to the School

Pupil Performance and Examinations at Mill Hill International

- Analyse academic data from baseline assessments, reports, internal/public examinations and value-added data in order to identify areas for the strategic development of teaching and learning of EAL pupils
- Oversee pupil and department tracking and monitoring, including effective use of baseline and value-added data, and effective target setting for EAL pupils
- Work with teachers and tutors to identify and put in place intervention strategies for EAL pupils whose performance is a concern (via subject teachers and tutors)
- Develop academic enrichment, in collaboration with relevant colleagues and monitor subject teachers' provision for extension of the EAL learners

Line Management of Learning Support at Mill Hill International

- Hold timetabled regular individual meetings to support and have an overview of the work of the Learning Support Coordinator
- Liaise with the Learning Support Coordinator regarding the screening of pupils
- Have oversight of the Learning Support Register
- Monitor the performance of, and provision for SEN pupils, including annual reviews
- Conduct appraisal and performance management of the Learning Support Coordinator in line with the School's policies and documentation
- Liaise with the Learning Support Coordinator to address the needs of the SEND pupils whose needs overlap with EAL

General Leadership Team Responsibilities at Mill Hill International

- With the Head and the Senior Leadership Team, assess staffing requirements, recruitment and deployment
- Support the Head with ISI inspection and providing data for the submission of the annual returns to DfE, ISC and ISI
- Have involvement in all academic and pastoral staff appointments
- With the Deputy Heads, develop, implement and review the programme of CPD, INSET and other professional learning at the School
- Assist in the coordination of the agenda of staff meetings
- Provide support for School routine and events, including speaking at assemblies, Parents' Evenings and other whole school events as appropriate
- With the Head and Senior Leadership Team, oversee the quality of display in classrooms and public areas



THE EAL AND ENGLISH DEPARTMENT AT MILL HILL INTERNATIONAL

Budgets at Mill Hill International

In conjunction with the Head and Deputy Heads, oversee the CPD budgets.

Line Management

The Assistant Head (EAL) will line manage the SENCO at Mill Hill International and will share line management with the Deputy Head (Academic) of academic staff.

As a member of the Senior Leadership Team, the Assistant Head (EAL) will report directly to the Heads.



THE EAL AND ENGLISH DEPARTMENT AT MILL HILL INTERNATIONAL

Staffing

The Department is led by the Assistant Head (EAL) and consists of six members of staff. All EAL teachers are highly-qualified and experienced teachers of English and hold a minimum of the CELTA qualification.

Overview

The majority of pupils are classed as EAL pupils and have previously been instructed in a language other than English. As a result, in addition to EAL lessons, pupils require necessary adaptations made to the delivery of the content curriculum in order for it to be comprehensible and to ensure they make necessary progress in all areas of the curriculum. However, there is a significant number of pupils who have a native or near-native level of English and these pupils study English as a First Language.

Our main aim is for all pupils to become confident in listening, speaking, reading and writing so that they are able to access the academic curriculum and communicate effectively within an academic setting. This is achieved through specialist teaching across the curriculum, adapted by subject teachers to meet the needs of EAL learners, enabling pupils to acquire the academic language needed within their subject areas. All subject teachers receive specific training in how to adapt their teaching, specifically in relation to the teaching of academic vocabulary and the development of oracy, which is overseen by the Assistant Head (EAL).

Whole-School Approach to Language Development

We believe that all staff have a role to play in the language development of the EAL pupil; it is not simply the responsibility of the EAL department to teach English. The role of the Assistant Head (EAL) is to help train and develop all staff's awareness of their role and how they might engage with EAL pupils to promote oracy. The Assistant Head (EAL) will liaise with Tutors and Housemasters/ Housemistresses who have a specific role in ensuring that pupils are encouraged to participate fully in the spiritual, social and cultural life of the School community.

The Value of Multilingualism

Many languages coexist at Mill Hill International and all are valued equally and are celebrated at the School. Pupils who have a solid foundation in their Mother Tongue develop stronger literacy abilities in English. The Assistant Head (EAL) will devise ways to ensure that pupils' Mother Tongue is celebrated, recognised and, where appropriate, developed.

Assessment of English

Prospective international pupils are assessed on application to Mill Hill School and Mill Hill International. Their assessment includes an online proficiency test, a written test of English language and an interview with the Head either face-to-face or via Video Conferencing. Generally, a minimum of a B1+ on the Common European Framework of Reference for Languages (CEFR) is required for admission to Mill Hill International and C1 level for admission to Mill Hill School. Pupils' English levels are then re-assessed on arrival at the Schools as well as regularly throughout the year.

Curriculum

Year 9 English Curriculum

All pupils in Year 9 are set in English according to their English proficiency and follow a curriculum designed to be stimulating and appropriate to their individual language needs. Pupils who are B1 or above receive a combination of English skills practice in order for them to develop grammar, reading, writing, speaking and listening in line with the CEFR, as well as the study of some literary texts.



THE EAL AND ENGLISH DEPARTMENT AT MILL HILL INTERNATIONAL

Two Year GCSE English Curriculum

In Year 10, pupils either sit English as a Second Language or English as a First Language as a Two Year course. Pupils who require additional language support are offered additional EAL support classes in the place of a modern foreign language. EAL lessons offer more tailored provision focusing on the vocabulary and language skills required in other subject areas.

One Year IGCSE English Curriculum

The One Year IGCSE English as a Second Language (ESL) course is designed for pupils, aged between 15-16 years of age, who arrive with a lower to upper intermediate level of English (B1 to B2 on the CEFR).

Pupils with the highest level of proficiency in Year 11 (B2 or above) are offered the English as a First Language course, as well as taking English as a Second Language, if appropriate. The First Language course is a more linguistically demanding syllabus, requiring pupils to undertake closer reading of texts, to understand inference and connotation as well as to be able to write for a variety of purposes and audiences.

Opportunities to Develop English outside of the Classroom

The Assistant Head (EAL) is responsible for promoting the use and development of English outside of formal lessons. They will be expected to identify ways to encourage pupils to immerse themselves in English during their time at the School.. This might be through availability of self-access resources, drop-in sessions, conversation classes and co-curricular activities.

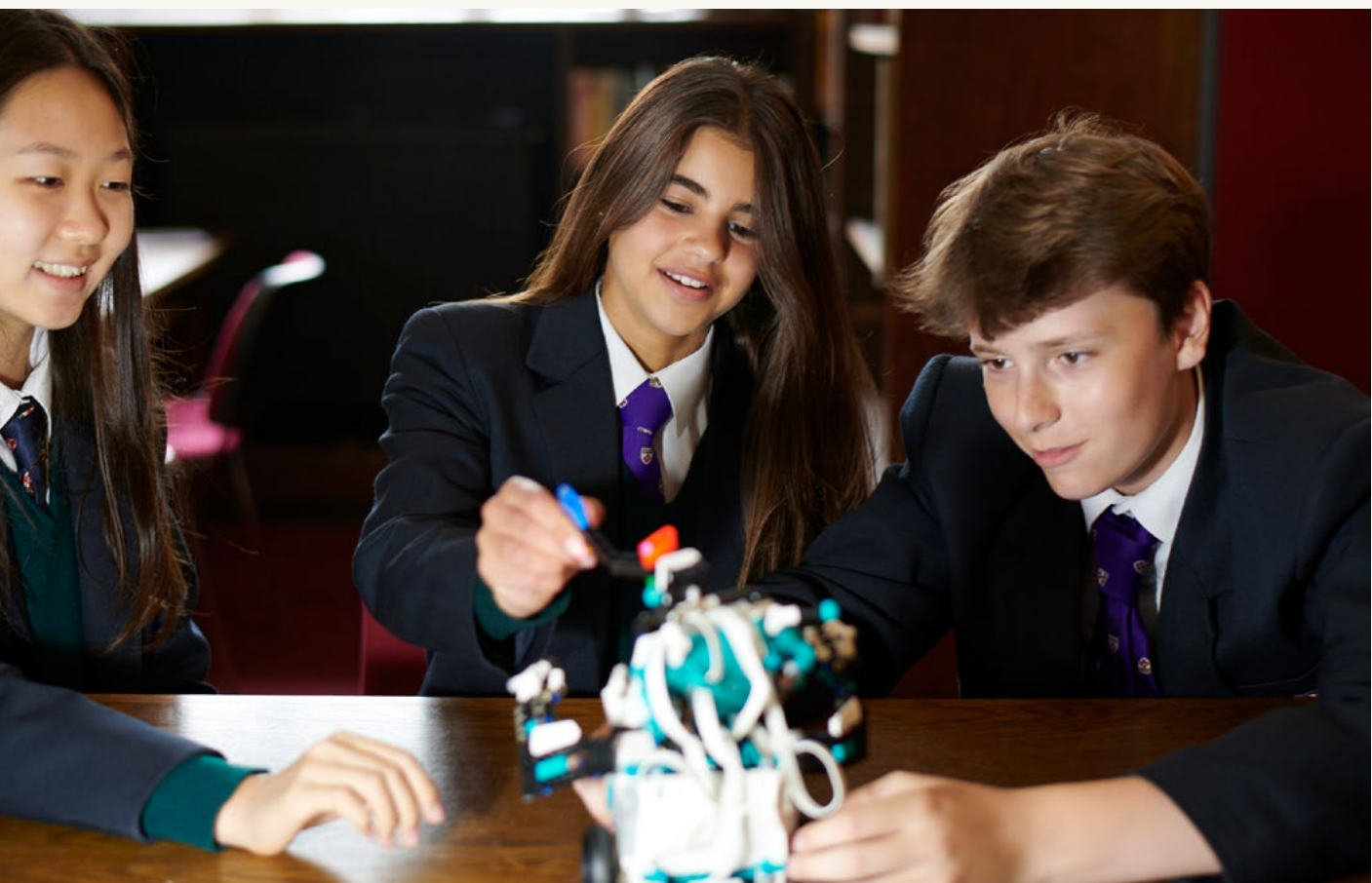


PERSONAL SPECIFICATION

The successful candidate will be expected to have:

- A strong academic background, with at least a good honours degree and, ideally, a PGCE
- An appropriate additional qualification in the field of EAL such as Dip TESOL, DELTA, a relevant Master's Degree or equivalent
- Specialist EAL teaching experience
- An awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children
- Evidence of successfully leading and managing change, ideally at a strategic level
- The ability to take the initiative, to seek advice where necessary and to work effectively as part of a team
- Well-developed knowledge of issues relating to the academic curriculum, timetabling, teaching and learning, and educational management
- A good awareness of recent trends in curriculum content, aims, objectives and assessment
- Well-developed managerial skills and the ability to lead and inspire staff
- Outstanding time management, problem-solving and organisational skills
- Evidence of achieving excellent results at GCSE
- Highly developed inter-personal skills, and the ability to work effectively and productively with pupils, staff, parents and governors
- Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff
- The ability to chair meetings in an effective and inclusive manner
- A high degree of motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- A positive attitude to maintaining discipline;
- A good eye for detail
- Flexibility and resilience
- High standards and outstanding levels of professional and personal integrity

A track record of success in running an academic department within one or more good schools is highly desirable but, for the right candidate, not essential.



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 17 September 2024**

Please note that we will accept applications ahead of the closing date, and applications will be considered as they are received during the summer holidays.

Should you wish to know more about the role, please do not hesitate to get in touch for a conversation with the Head, Sarah Bellotti. To arrange a meeting whether virtual or face-to-face, please contact the Head's PA, Miss Sweeney: office@millhillinternational.org.uk

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.

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.



Mill Hill Schools. A part of the Mill Hill Education Group.



Mill Hill
EDUCATION GROUP

Instilling values, inspiring minds
millhill.org.uk

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