



CANDIDATE INFORMATION PACK

SCHOOL CONTINGENT COMMANDER





INSTILLING VALUES INSPIRING MINDS

A WARM WELCOME TO MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOL, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.

Mill Hill is one of the UK's best known and most reputable independent schools. Founded in 1807 by Christian non-conformists, our original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Traditionally an all-boys boarding school, Mill Hill is now fully co-educational with over 80% day pupils, though boarding remains core to our philosophy. We are the flagship school within the Mill Hill Education Group, one of the UK's largest and fastest growing non-profit independent school groups. We are a traditional senior school taking pupils from Years 9 – 13, but are closely integrated with our superb Prep school Belmont, which is located just next door.

At Mill Hill we are proud to be the school of choice for many families in North and West London, and internationally. Academic standards are high – with 52% of all grades at A Level at A*/A, and 66% grades 7-9 at GCSE. The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.



"If you want your child to be happy, send them to Mill Hill" is a refrain you will often hear from parents, and levels of staff, pupil and parent satisfaction are distinctively high.

This role is an exciting opportunity to join Mill Hill and help us realise our ambitious plans. The more you learn about our current work, the more you will see that we are in the process of making Mill Hill the best school in the UK – state or independent. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

David Benson
Head, Mill Hill School



JOB DESCRIPTION

MILL HILL SCHOOL IS SEEKING TO APPOINT A NEW CONTINGENT COMMANDER FOR ITS HIGHLY SUCCESSFUL AND NATIONALLY RECOGNISED COMBINED CADET FORCE (CCF). CANDIDATES SHOULD BE HIGH CALIBRE EX-REGULAR OR RESERVE ARMY, NAVY OR RAF OFFICERS, EXPERIENCED CFAVS OR SNCOS OR BE AN EXPERIENCED CFAV. THE SUCCESSFUL CANDIDATE WILL WORK ALONGSIDE THE SSI, WHICH IS A ROLE ALSO BEING ADVERTISED IN ADDITION TO THIS POST.

The CCF contingent is integral to life at Mill Hill School via attending numerous ceremonial events, having weekly training sessions and enjoying a huge variety of both day and residential trips. In addition, there is a much loved and very busy Corps of Drums. The CCF is a significant aspect of a wider Co-Curricular programme, that was recently described as a “Significant Strength” of the School by ISI in 2024.

The Contingent Commander is a part-time position. The School is open to receive applications from Full Time members of Academic Teaching Staff, who would teach a reduced timetable, or from candidates without aspirations to combine the role with teaching. The latter would be appointed on a day rate for between one or two days a week (including Fridays) and would report directly to the Assistant Head: Co-Curricular, but is accountable to the Head.

General Responsibilities & Expectations:

The CCF Contingent Commander is the senior leader responsible for the Contingent. The core purpose of this post is to manage and develop the School’s CCF; assisting with the running and organisation of the Cadet contingent and to participate fully in CCF activities. They must ensure that the contingent is running in a safe, efficient and effective manner and ultimately that each pupil is positively encouraged to develop their potential to the full. The Contingent Commander will Line Manage the School Staff Instructor (SSI), who will oversee all training, stores, equipment, security, weapons maintenance and administration*.



Overview of the Main Responsibilities

- Overseeing the organisation of regular CCF activity and chair CCF meetings
- Overseeing arrangements for all exercises, camps and training days
- Overseeing the Training Programme and ensure that all pupils are actively engaged according to School and MoD policy
- Ensuring that the overall discipline of cadets is at the highest of standards
- Line management of the SSI and CFAVs
- Ensuring that all attendance and qualifications of cadets and CFAVs are recorded accurately and in a timely fashion on the appropriate CMIS
- Representing the School at appropriate MoD, and related Committee meetings and keep the Head (and the Assistant Head: Co-Curricular) appraised of developments within the CCF
- Recording Disclosure and Barring Service (DBS) numbers and disclosure dates for all CCF CFAVs on the CMIS and ensure that this clearance is renewed every 3 years in line with MOD policy



- Ensuring that all suitable safety and control measures are in place covering legal compliance, in areas such as: health & safety; fire risk assessments; testing of staff and ensuring qualifications held are in date and current
- Regular liaison with the sService cadet training team supporting the contingent's section and with affiliated and sponsoring regular or reserve units
- Accounting for, securing and maintaining MOD issued loan equipment in accordance with appropriate MOD rules and national legislation
- Ensuring that the MOD's inspection and assurance requirements are met including appropriate remedial action where standards in the CCF contingent fall below required levels
- Being the contingent Delivery Duty Holder (DDH) and being responsible for risk to life activities
- Liaising with the SSI, Section Commanders and School Financial Departments to ensure that the contingent's accounts are run efficiently and to budget
- Overseeing CCF nominations for National Courses and training and be responsible for all CCF awards and ceremonial commitments for the School
- Ensuring the School is represented at all relevant functions and ceremonial events

Other Duties

- Promoting and safeguarding the welfare of children and young persons for whom (s)he is responsible, or with whom (s)he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times
- To attend whole School events such as Open Days and Foundation Day

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.





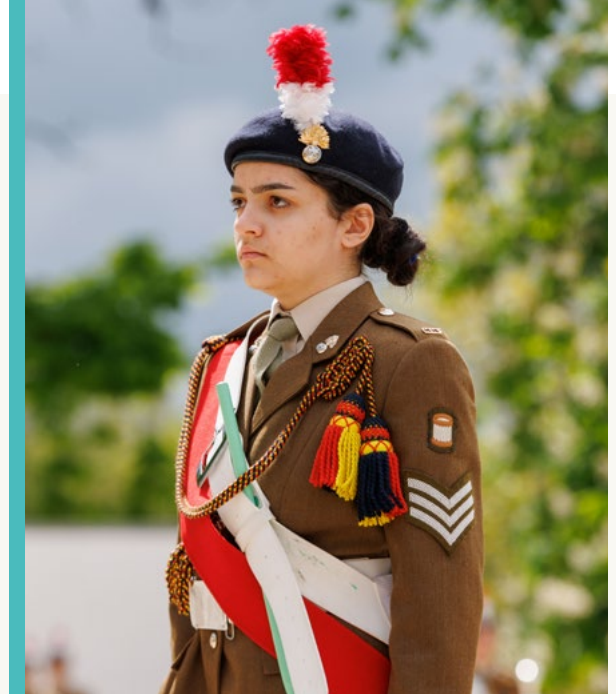
PERSON SPECIFICATION

- Military experience gained in the regular, reserve or Cadet forces
- A thorough understanding of the risk to life activities being undertaken by all parts of their contingent in accordance with MOD Duty Holding (DH)
- Confidence performing ceremonial roles
- Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders and use these relationships to improve service effectiveness and deliver outcomes
- Confidence and the ability to promote high professional standards within the CCF team and challenge actions that go against protocol
- The willingness to work sometimes odd and flexible hours is essential because in addition to Friday afternoons during term time, there will be camps and fieldwork that takes place on some weekends and holidays
- Enhanced DBS check

In addition to the above, the following are also highly desirable

- Previous experience in a School or CCF
- Adventurous training, DofE, First Aid, Minibus driving
- Experience or an understanding of delivering BTECec via the CCF
- Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications
- MQual (or equivalent) qualification in planning and running exercises

Please note, Contingent Commanders are recommended by the Head and approved by the relevant sService CCF HQ or RPoC HQ. The rules for the eligibility, appointment and administration of Contingent Commanders are set out in the sService publications.



Benefits of the role:

- The competitive salary will be dependent on experience
- All applicants will be required to comply with all safeguarding procedures including an
- Lunch each day
- Additional Co-Curricular hours might be available, dependent on successful applicant's experience (e.g. taking a Sports Team on Saturday)
- Extensive training and professional development
- Opportunity to travel within a varied programme of educational visits within and in addition to CCF related trips.
- Opportunity to become a member of The Mill Gym and Studio (£10 a month), which includes the use of our sports hall; fitness suite and swimming pool
- Access to the School's Medical Centre
- Free staff sports kit for those involved in leading sports teams/DofE



THE SCHOOL

Mill Hill School

Mill Hill is one of the UK's best known and most reputable independent schools. We are the school of choice for many families in North and West London, as well as a sizeable community of international pupils.

Mill Hill was founded in 1807 by merchants and ministers from Christian non-conformist backgrounds, as an alternative to England's 'ancient' public schools who admitted only Church of England families. More than 200 years later, these values of innovation, inclusion and diversity still permeate the school.

Mill Hill now forms the flagship within a wider group of nine schools, known as the 'Mill Hill Education Group.' We work collaboratively with all these schools but are most integrated with Belmont - our 'Prep' and main feeder, located just next door.

Traditionally an all-boys boarding school, both Mill Hill and Belmont are now fully co-educational, with a mixture of day and boarding pupils.

“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 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: MONDAY 11 NOVEMBER 2024

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.

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, click the button to complete your Application Form.

APPLY



MEET THE TEAM



Kamla joined us last academic year, bringing 20 years of teaching and leadership experience with her. In her first year she secured some of the best A Level results of any department at Mill Hill, as well as developing a rich co-curricular offer that primes pupils for the real-world of business. In addition to leading the department, Kamla promotes entrepreneurial thinking through a range of lower school enterprise activities, fostering a creative spirit in all pupils she works with.

Kamla Stoll
Head of Economics and Business



Aaron joined us in 2017 as the Assistant Director of Sport and Rugby and was promoted to Director of Sport in 2019. He manages a large team of specialist coaches and trainers, making a difference to all pupils in the school. Aaron played professional rugby for Saracens RFC before entering the education sector. In his time at Mill Hill, he has built a market-leading sports programme which grows from strength to strength each year.

Aaron Liffchak
Director of Sport



Emma joined Mill Hill as Head of Maths in 2022, having previously been Second in Charge at City of London School for Boys. She entered teaching straight from university, where she secured a First Class degree in Maths at Cambridge. Her vision is for every pupil to achieve their full potential through an engaging, supportive and challenging curriculum. In addition to leading the department, she can usually be found on the netball court, either playing herself or coaching the U15 girls' team.

Emma Lockhart
Head of Mathematics



Gareth leads the co-curricular and performance elements of Music across the Foundation, working alongside a separate Head of Academic Music and a large team of Music teachers. Gareth joined Mill Hill from Highgate School where he worked as Head of House, and is relishing a return to a curriculum focused role. Prior to entering teaching he worked in industry, and played with some of London's leading orchestras (e.g. the BBC Symphony Orchestra).

Gareth Hanson
Director of Musical Performance



Tom joined us in 2013 from QE Boys, as Director of Sport and was soon promoted to a member of the Senior Leadership Team. Having previously lead on the School's Operations, nowadays he heads up both the School's Co-Curricular provision and the Admissions Department. Amongst his proudest MHS achievements he lists the creation of the year ending Enrichment Week extravaganza, introduction of the rolling 3 year trip schedule and finally ISI identifying the School's Co-Curricular provision as a Significant Strength of the School.

Tom Vercoe
Assistant Head (Admissions and Co-curricular)



The Chapel is the heart of our school, and Ryan helps bring that vision to life. His role spans teaching in Religious Studies with leading weekly Chapels and assemblies, as well as providing one to one support to both pupils and staff. He works closely with colleagues across the Mill Hill Schools. Prior to joining us Ryan was the Vicar of St Paul's Church, Mill Hill, having trained for ordination in the Church of England at St Mellitus College. A keen footballer, Ryan coaches our U14A Football team.

Ryan Venn-Dunn
Foundation Chaplain



OUR SCHOOL IN NUMBERS

A*/A

Grade achieved at A Level
by over 52% of pupils



66%

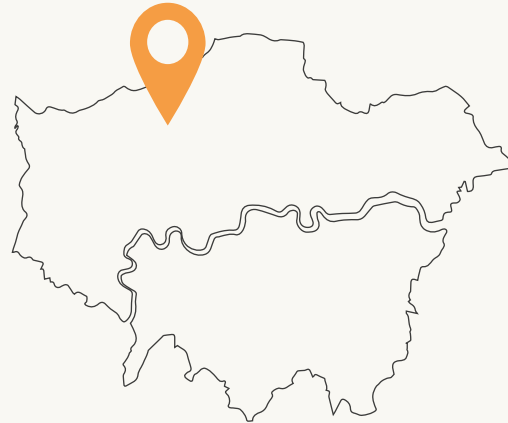
Grades at GCSE at 9-7

1807

The year
Mill Hill was
founded

10

miles from
Central London



120

acres of beautiful
school grounds

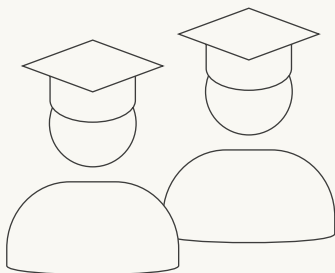
900

pupils in 12 houses



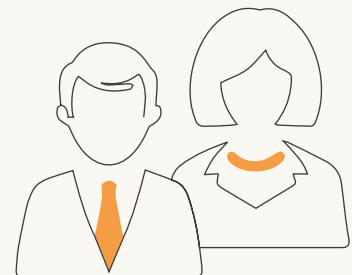
75%

of Mill Hill students go to
Russell Group Universities



120

Faculty members





WHY JOIN US

Why choose Mill Hill School?

Mill Hill School stands out as a leading independent school, offering professional opportunities which are second to none. We balance ambition with support, and provide our staff with extensive space to extend their skills.

Situated on our magnificent 120-acre campus, our learning environment provides an exceptional setting for both staff and pupils. The School is underpinned by a strong sense of community, and levels of staff retention are distinctively high. There are a number of reasons why people love working at Mill Hill, including;

- A culture of mutual support and collaboration across our staff team
- Dedicated, aspirational pupils, from a diverse range of backgrounds
- An unrivalled co-curricular offering
- A genuine commitment to ensuring a reasonable workload, with a focus on staff motivation and engagement
- Highly competitive salaries and overall compensation package

Why work for the Mill Hill Education Group?

- Join a growing collection of independent schools, based in London and surrounding areas
- Teach in a stimulating academic environment and be a part of numerous activities outside the classroom, fostering both learning and personal growth
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Instil a lasting love for learning whilst balancing this with a readiness to embrace change, preparing pupils for life, both now and in the future
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

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.

Added benefits

We not only offer inspirational learning environments for pupils but great places to work for our staff. In addition to working in our beautiful school settings we also offer a range of benefits:

Free onsite parking

Pension schemes with Life Assurance

Opportunities for continued professional development

Enhanced holiday entitlement

Optional and discounted private medical insurance

Lunch included

Discounted membership at our school gym and swimming pool sessions

Cycle to Work Scheme

Teaching positions are offered discounted school fees



Mill Hill

INSTILLING VALUES INSPIRING MINDS



Mill Hill School
The Ridgeway
Mill Hill Village
London
NW7 1QS
millhill.org.uk

020 8959 1176

Follow us @[MillHillSenior](https://twitter.com/MillHillSenior)

