



MILL HILL SCHOOL

The Ridgeway, Mill Hill, London NW7 1QS

INFORMATION ON THE POST OF TEACHER OF ECONOMICS

A well-qualified and enthusiastic graduate is required for September 2017 to teach Economics to A-level. For interested candidates, there is also the chance to lead and develop the School's exciting new programme for entrepreneurship and support activities in our planned Innovation Hub. Economics and Business are both popular subject choices at Mill Hill, with consistently high numbers going on to take related courses at university. The successful candidate will be expected to play a full part in the extra-curricular life of the School. He or she will be paid at the appropriate point of the Mill Hill School salary scale. The School and all 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. Closing date for applications: Friday 17 February 2017.

SAFEGUARDING AND THE WELFARE OF CHILDREN

The Foundation and all its staff are fully committed to safeguarding the welfare of children. It is the responsibility of every employee of the Mill Hill School Foundation to promote and safeguard the welfare of children, to comply with the Foundation's Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School, and to report to the Designated Person any concerns relating to the safeguarding and welfare of children. The Foundation has in place a safer recruitment policy which includes procedures designed to ensure that the health, safety and welfare of children are paramount considerations in the appointment of all members of staff.

THE SCHOOL

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 680 pupils aged between 13 and 18, of which 260 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 site 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 roughly 160 boarding pupils. We provide a dynamic and varied programme of activities for day and boarding pupils on Saturdays, including academic enrichment workshops and games matches. We are committed to the full induction of all new teaching and support staff as well as their on-going professional development.

THE BUSINESS EDUCATION DEPARTMENT (ECONOMICS AND BUSINESS STUDIES)

Staffing

The department comprises the Head of Department plus a Co-ordinator of Business Studies with two 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 (9EC01) and there are typically three sets each year in the Lower Sixth and two in the Upper Sixth. Examination results are strong, with an average of 89% A*-B at A-level over the past three years.

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 Sixth and three in Upper Sixth. Again, examination results are strong, with an average A-level A*-B pass-rate of 85% over the past three years.

Accommodation and Resources

The department occupies a prime location on the upper floor of the Favell Building, which was opened in March 2007. We have four classrooms located together, with projectors linked to a PC and DVD/video facilities, a large well-stocked departmental library (shared with Geography) and a departmental office.

The Post

Business Education is a large and thriving department catering to a wide variety of pupils, a fair number of whom are international boarders. The successful candidate will understand the learning needs of those applying to the most competitive universities as well as those with more diverse ambitions.

Whilst there is already an element of entrepreneurial skills cultivated within extra-curricular activities, from September 2017 the School wishes to create further opportunities for pupils of all ages to develop entrepreneurship more widely across the School. The School is currently exploring ideas for a planned space to be known as the Innovation Hub and it is hoped that this space will stimulate creative and innovative ideas to support entrepreneurship skills. If interested, the successful candidate will have the chance lead and develop this new programme, with an appropriate responsibility allowance and remission from mainstream teaching. He or she will be reporting to the Head of Business Education who will be asked to oversee this provision.

Candidates who are interested in this additional responsibility may wish to share their ideas for the development of entrepreneurship in their applications. Such proposals will then be discussed at interview, if applicable.

PASTORAL AND EXTRA-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 a related discipline and, ideally, a PGCE or equivalent
- Creative and dynamic approach to developing new projects and the ability to see these through to completion with a variety of student groups
- Good understanding of modern technology and ways of working both within the educational world and in the business world
- Ability to take responsibility and show initiative
- Excellent time management and organisational skills
- 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 Economics
- 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
- 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 ability to work as a member of a team



MILL HILL SCHOOL

JOB DESCRIPTION FOR A CLASSROOM TEACHER

1. To teach to the syllabus prescribed by the Head of Department/Faculty, 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.
2. To plan and prepare work as appropriate.
3. To maintain records of work covered for each set taught.
4. 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.
5. To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book.
6. To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress.
7. To provide a written report on each pupil at half term (on internal report card) and at the end of each term (full reports).
8. 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/Faculty).
9. To contribute to the overall work of the department, eg drawing up schemes of work, setting examination papers, participating in fieldtrips or exchange visits, covering classes for absent colleagues as directed by the Head of Department/Faculty or by the Head.
10. In the case of absence, to notify the Head of Department or Faculty and the Deputy Head (Academic) and to set work for classes needing to be covered whenever possible.
11. To attend all staff meetings called by the Head and parents' meetings of all year groups taught.
12. 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.