

**MILL HILL SCHOOL**  
*The Ridgeway, Mill Hill, London NW7 1QS*

**INFORMATION ON THE POST OF HEAD OF PHYSICS**

A well qualified and enthusiastic graduate of Physics or a related discipline is required for September 2010 to lead a large and thriving Department. The successful candidate will be expected to work closely with the Head of Science in the promotion of interest in, and the study of, science and to play a full part in the extra-curricular life of the School. The School has its own salary scale. The School and all staff are committed to safeguarding the welfare of children. Closing date for applications: 17<sup>th</sup> March 2010.

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**SAFEGUARDING AND THE WELFARE OF CHILDREN**

The School is registered with the CRB and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. 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.

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**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. The School is situated in a magnificent 125 acre parkland site on the edge of the North London Green Belt. One fifth of our pupils board; there are around 240 pupils in the Sixth Form. The School became fully co-educational in September 1997 and there are now 200 girls in the School. It has twice been awarded *Investor in People* status and is committed to the full induction of all new teaching and support staff as well as their ongoing professional development.

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## **THE PHYSICS DEPARTMENT**

### **Staffing**

The Department comprises five members of staff, with a range of experience and backgrounds. One member of the department is also a Day Housemaster. The Department is supported by a Physics technician.

### **Curriculum**

At GCSE, Physics is studied by all pupils. Physics higher tier triple award is taught on 4 lessons (40 mins each) per week as part of the Edexcel 360 Science scheme; GCSE Science and Additional Science are taught on 3 lessons per week for each Science subject. Typically around two sets (c. 40 pupils) take the triple award, with the remainder taking the dual award course. Pass rates in science overall have shown a steady improvement in recent years; in 2009 the overall pass rate at GCSE science was 97%, with 47% A\*/A grades.

At AS/A2 level Physics is a popular subject choice. We follow the AQA Syllabus A at both AS and A2, and in the U6 students choose which option topic they wish to study. Unit examinations are taken mainly in the May/June of the respective year group. Pass rates at A level have averaged around 60% A/B over the past 3 years. During the summer term of the lower sixth, after the exams, the students embark on project work for the remainder of the term. This often involves work from the A2 course, but is ultimately the students' choice.

Each year a significant number of our Upper Sixth leavers go on to read physics, engineering, 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 Physics Department is located on the ground floor of the Science Department. There are four practical laboratories, and a fifth laboratory is planned for September to accommodate increased numbers at A level. There is also a departmental office and a preparation room. The Department is well equipped with projectors, computers and a full range of apparatus. An extension to the science block, offering enhanced and additional laboratory and associated accommodation is part of the School's development plan.

The Department actively seeks to promote the study and enjoyment of Physics and also runs a number of weekly workshops for pupils, to support and develop pupils' performance.

## **Head of Physics: Person Specification**

The successful candidate will be expected to:

- have a strong academic background, with at least a good honours degree in Physics or a related discipline and, ideally, a PGCE.
- have an awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- have high personal and professional standards
- Good time management and organisational skills
- Ability to manage practical classes effectively and safely
- have a strong academic background, with evidence of achieving good results at GCSE and A level
- Ability to use a variety of teaching and learning styles
- demonstrate a strong track record of developing and promoting interest in, and study of, science in general and physics in particular
- have a good awareness of recent trends in curriculum content, aims, objectives and assessment
- demonstrate strong managerial skills and the ability to lead the team of staff in the Department
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Positive attitude to maintaining discipline.

## MILL HILL SCHOOL

### JOB DESCRIPTION FOR HEAD OF DEPARTMENT

The Head of Department is responsible to the Headmaster for:

1. The academic performance of the Department; and, in particular, achieving departmental public examination results in line with the targets specified in the School Development Plan;
2. Good general classroom discipline within the Department;
3. Monitoring and reporting as appropriate on pupil performance, including regular progress testing, in consultation with the set teacher;
4. Organisation and effective deployment of staffing and other resources within the Department, including maintenance of equipment and fabric and compliance with safety regulations where these apply;
5. Identification of staff development and training needs in line with the School Development Plan
6. Monitoring the work of the members of the department, including: a) ensuring that the departmental policy for the marking and grading of work is used by all teachers within the department, and b) the periodic inspection of teachers' mark books;
7. Producing and maintaining appropriate Schemes of Work for all year groups taught by the Department;
8. Presentation of an annual departmental budget request and effective management of the departmental budget;
9. Departmental academic administration (e.g. setting, internal exams);
10. Attending Academic Heads' Meetings and disseminating information from them;
11. Induction of new staff on departmental matters;\*
12. Interviewing candidates for posts within the Department and providing the Headmaster with written assessments of their suitability.

\* The Headmaster will, at his discretion, appoint the Head of Department or another senior member to be responsible for the general induction and ongoing professional supervision of that Department.