



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

**INFORMATION ON THE POST OF
TEACHER OF PHYSICS**

A well-qualified and enthusiastic graduate is required for September 2017. The role will be to teach Physics to GCSE and A level within a large, dynamic and successful department. Physics is a popular subject choice at Mill Hill, with significant numbers going on to study Physics and related subjects at university. The ability to teach to the level of Oxbridge preparation would be highly desirable. 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 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. Closing date for applications: Wednesday 3 May.

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 around 680 pupils aged between 13 and 18, of which 260 pupils are in the Sixth Form. The School is situated in a magnificent 120-acre parkland site on the edge of the North London Green Belt. We are unusual for a London school to be offering full and weekly boarding, with roughly 150 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 expect all members of teaching staff to contribute during the year to this programme. We are committed to the full induction of all new teaching and support staff as well as their on-going professional development.

THE PHYSICS DEPARTMENT

Staffing

The department comprises the present Head of Science and Physics plus four full-time members of staff with a range of teaching experience and backgrounds. The department is supported by a dedicated Physics technician.

Curriculum

Pupils start the GCSE course in the Fourth Form (Year 9). With some Astronomy, this work also allows us to make use of our excellent telescope. All pupils study Physics up to GCSE, with around one-third of each year-group taking the triple award and the remaining two-thirds following the dual award syllabus. All examinations are with AQA, be they GCSE Physics or GCSE Combined Science: Trilogy. The Physics GCSE A*/A pass-rate has averaged 80% for the past three years.

At A level, Physics is a very popular subject choice and, in recent years, around one-third of Sixth Formers at the School have opted for it. At present, we have four sets in the Lower Sixth (Year 12) and three in the Upper Sixth (Year 13). We currently follow the AQA A syllabus and our A*/A pass-rate at A level has averaged 40% for the past three years. The department runs a biennial trip to CERN.

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 100 year-old Science School which has benefitted from a rolling programme of renovation and improvement. There are five specialist laboratories and a Physics Library, in which many of our A level pupils choose to work. There is also a departmental office and a preparation room. The department is well equipped with projectors, computers and a full range of apparatus.

The Post

The successful candidate will teach across the age range from Fourth Form (Year 9) to A level. The ability to teach for Oxbridge preparation would be highly desirable. The post could be adapted to suit an experienced teacher or newly qualified teacher.

PASTORAL AND EXTRA-CURRICULAR CONTRIBUTION

The post-holder 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 post-holder 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 Physics or a related discipline and, ideally, a PGCE or equivalent
- 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 the ability to work as a member of a team
- 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
- 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 Physics
- 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



MILL HILL SCHOOL

JOB DESCRIPTION FOR CLASSROOM TEACHER

1. To teach to the syllabus prescribed by the Head of Department, 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 &c to the appropriate person (usually the Head of Department).
9. To contribute to the overall work of the department e.g. 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 or by the Head.
10. In the case of absence, to notify the Head of Department 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.