



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

**INFORMATION ON THE POST OF  
TEACHER OF MATHEMATICS**

A well-qualified and enthusiastic graduate is required for September 2017 to teach Mathematics to GCSE and A level within a large, dynamic and successful department. The ability to teach Further Mathematics and STEP/Oxbridge preparation would be highly desirable. Mathematics is a popular subject choice at Mill Hill, with significant numbers going on to study Mathematics-related subjects 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: Wednesday 22 February 2017.

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**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.**

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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, 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 MATHEMATICS DEPARTMENT**

### **Staffing**

The department comprises the Head of Department and a Second-in-Charge plus five full-time and two part-time members of staff. They span a good range of experience and specialisms.

### **Curriculum**

In the Fourth Form (Year 9) we teach in classes shaped by an element of setting, although there is some range of ability within each group. Pupils study a challenging syllabus and develop their independent learning skills. We encourage pupils to challenge themselves and become good problem solvers in preparation for GCSE and eventually A level study.

At GCSE the department currently prepares pupils for the Edexcel syllabus. We additionally prepare the top set for an IGCSE in Further Pure Mathematics within the standard timetable allocation for Mathematics. GCSE results for Mathematics have been consistently good and continue to improve year on year, with 55% on average achieving A\*/A grades.

A levels in Mathematics and Further Mathematics are extremely popular courses in the School. A large number of Mill Hill pupils continue with Mathematics from GCSE to A level and a significant proportion of our new Sixth Form joiners also take the subjects. We have two full sets studying Further Mathematics in each of the Sixth Form year groups.

A level results have been consistently good with 60% on average attaining A\*/A grades every year. A significant number of leavers go on to study Mathematics or Mathematics-related courses at university, including a number to Oxford and Cambridge in recent years.

### **Accommodation and Resources**

The department occupies the first floor of the historic Marnham Block in the centre of the School. It has seven classrooms located together, each with a projector linked to a PC and DVD facilities. More than half the classrooms have interactive whiteboards. There is also a departmental office.

### **The Post**

The Mathematics Department is thriving and there will be opportunities for the successful candidate to contribute to many of the key areas of its work. This post is likely to involve teaching across the age range from Fourth Form (Year 9) to Upper Sixth (Year 13). We would be able to support a Newly Qualified Teacher and we would be equally happy to receive applications from those looking to train via a work-based route. There has been a particular focus on developing our approaches to Teaching and Learning and Growth Mindsets; the benefits of these are being seen not only in examination results but also in the way pupils approach their learning in lessons. A positive contribution to this aspect of the department's work would be welcome.

## **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 Mathematics 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 Mathematics
- 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 A 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.