



Mill Hill

**Instilling values, inspiring minds**

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

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# Mill Hill School

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Teacher of English for  
September 2022

Candidate Information Pack



## INTRODUCTION

**A well-qualified and enthusiastic individual is required for September 2022 to teach English to GCSE and A Level within a large, dynamic and successful department.**

**Closing date for applications: 9.00am on Friday 20 May and Interviews to take place Monday 23 May 2022.**

*The School also reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.*

### Key facts about Mill Hill School

#### GCSE & A Level

WITH A WIDE RANGE OF OPTIONS

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#### Day & Boarding

DAY, WEEKLY AND FULL BOARDING PLACES AVAILABLE

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#### 2021 Academic Results

A LEVEL: 55% A\*/A; 90% A\*-B  
GCSE Lan: 54% 9-7; 95% 9-5  
GCSE Lit: 60% 9-7; 95% 9-5

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#### 120+

ACRES OF GROUNDS AND FACILITIES

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#### Co-educational

FOR AGES 13-18

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#### 10 miles

FROM CENTRAL LONDON WITH EASY ACCESS TO UNDERGROUND AND MAIN LINE STATIONS

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#### Mill Hill School Foundation

EDUCATING GIRLS AND BOYS FROM 3-18

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‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020

# THE SCHOOL

## Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 885 pupils aged between 13 and 18, of whom 350 are in the Sixth Form.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in north London.

We are situated in a magnificent 120-acre parkland campus 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 over 180 boarding pupils.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek, as a Foundation, to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.



# THE ENGLISH DEPARTMENT

## Staffing

The department currently comprises ten teachers who have a wide range of experience and backgrounds. Members of the department include the Head of English, Second in Charge of English, Key Stage 3 Coordinator as well as a Day Housemaster, Assistant Head (Pupil Development and Wellbeing) and the School's Inspections and Pupil Voice Coordinators.

## Curriculum

In the Fourth Form (Year 9) all pupils undertake an internally designed pre-GCSE course which covers all of the main facets of English studies. Topics include the novel *Coraline*, the Gothic, two Shakespeare plays, contemporary and heritage poetry, a major novel and modern drama, as well as the teaching of English Language which includes creative writing. Pupils are also encouraged to widen their private reading, and this is supported through a compulsory fortnightly reading period and close monitoring by the English staff of each pupil's progress in this area.

At GCSE, English Language and English Literature are studied by all pupils. We adopted AQA's new GCSE specifications in September 2015 and, as a Department, maintain a close dialogue with AQA and attend its INSET sessions regularly, as well as comparing our experiences with our counterparts in English Departments in the HMC Haileybury and St Albans Group of schools. Results at GCSE English Language and at GCSE English Literature each year are typically around 50-55% A\*/A.

At A Level, English is a popular and successful subject and we follow the Edexcel English Literature specification. The course comprises examined components on each key genre (drama, prose, poetry) including a Shakespeare play, two novels linked to a particular theme, contemporary and heritage verse including 'unseens'. In addition, all pupils complete a 2,500-3,000 word coursework essay based on a choice of two texts selected by the teacher. Our average A Level pass rate has been approximately 70% A\*-B in recent years.

## Co-curricular Activities

The English Department runs a busy programme of events, including lectures (with both internal and externally invited speakers), theatre trips (most recently to the sold-out production of *Macbeth* starring Saoirse Ronan and James McArdle at the Almeida) and academic workshops.

English Society is open to pupils across the year groups and meets weekly to discuss a range of authors, texts and genres. There is also a weekly creative writing club which operates on Wednesday afternoons. We run three separate scholarship and extension groups – Fourth Form, GCSE and A Level – all of which meet weekly. All pupils holding a scholarship for English Literature entering the Lower Sixth are required to submit an entry for the Tanika Gupta Essay Prize – an award which looks to explore and celebrate diversity in the subject. National Poetry Day and World Book Day are celebrated in the Department and beyond; this year we are launching Mill Hill School's 25 before 25: a list of 25 must-reads put together by each of the academic departments in recognition of the 25th anniversary of World Book Day. All members of the English Department are expected to contribute to and lead Co-curricular events and activities.

## Accommodation and Resources

Recently renovated, the English Department is located at the heart of the school, on the upper floor of the School House building, and benefits from seven dedicated classrooms and a departmental office. The department is well equipped, with interactive whiteboards in every classroom.

## The Post

Whilst the role is suitable for an ECT (formerly NQT), the Second in Charge of department responsibility may also be available for a more established and experienced candidate. The post will involve teaching across the age range from Fourth Form (Year 9) to Upper Sixth (Year 13). The ability to help prepare senior pupils for potential Oxford and Cambridge entrance would be an advantage. Candidates should state in their application any additional subjects that they are confident to teach.

# PASTORAL AND CO-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 also contribute to the School programme of Co-curricular activities (including Drama, Sport, and Music) dependent upon interests, skills and experience. 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; assisting with the boarders' programme on Friday evenings or Sundays is also possible as an alternative to the Saturday commitment. 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) and two Open Mornings (October and May).



# PERSON SPECIFICATION

**As the successful candidate, you will be able to demonstrate the following:**

- A strong academic background, with at least a good honours degree in English or a related discipline and, depending on experience, 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 English
- 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



## EXPECTATIONS OF A CLASSROOM TEACHER

- 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
- To plan and prepare work as appropriate
- To maintain records of work covered for each set taught
- 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
- To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book
- To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Housemaster/mistress
- To provide a written report on each pupil at half term (on internal report card) and at the end of each term (full reports)
- 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)
- To contribute to the overall work of the department e.g. drawing up schemes of work, setting examination papers, participating in field trips or exchange visits, covering classes for absent colleagues as directed by the Head of Department or by the Head
- 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
- To attend all staff meetings called by the Head and parents' meetings of all year groups taught
- 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



# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Friday 20 May with Interviews taking place on Monday 23 May 2022.**

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 Foundation is committed to safeguarding the welfare of children. 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 Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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