



**Belmont
Mill Hill Preparatory School**

**The Ridgeway
Mill Hill
London NW7 4ED**

Information for Applicants

TEACHER OF ENGLISH

Appointment for September 2010

The School

Belmont is the co-educational preparatory day school to Mill Hill and one of three schools that comprise the Mill Hill School Foundation. The school is set in 35 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 400 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other independent schools in north London and beyond. A high proportion of pupils reach level 5 in Key Stage 2 SATs and the school achieves high academic standards at Common Entrance, with a significant number of pupils regularly achieving academic, art, music, drama and sports awards at 13+.

The school has a strong and experienced senior management team, comprising the Head, Deputy Head (pastoral), Deputy Head (curriculum), Head of Lower School (years 3-5), Head of Upper School (years 6-8) and Director of Sport and Activities.

Further details about the School, a copy of the prospectus and the recent excellent Inspection Report can be found on the website at: www.belmontschool.com

The Post and English Department

The department currently has a full-time Head of Department and two part-time teachers. This additional post is required due to the increasing number of classes in the Upper School and the retirement of one of the part-time teachers of English. There are extensive and comprehensive schemes of work in place for all elements of the curriculum and regular department meetings take place.

The English curriculum broadly follows the National Curriculum through Key Stage 2 and children's progress is tracked using the Optional QCA tests before they finally take the SATs at the end of Year 6, which are marked internally. In Years 7 and 8 the schemes of work follow the ISEB Common Entrance syllabus and the most able are prepared for the 13+ Scholarship examination for Mill Hill School.

The department is supported by a large Library in the Learning Resources Centre which houses some 8,000 books; the Library is staffed by a full-time Librarian who attends departmental meetings.

The Learning Support Department of 4 part-time staff provide help for children on the Learning Support register, either within class or by small withdrawal groups. The Head of Learning Support also attends the weekly departmental meetings.

The children are taught in streamed or set groups by ability, including a gifted class for each year group. The taught curriculum is supplemented by regular theatre visits, poetry, spelling and writing competitions and there are clear cross-curricular literacy links within the schemes of work.

The postholder will be required to teach approximately 22 periods per week from 30, to children in Years 6, 7 and 8; there will be opportunities to be involved in the extensive drama activities throughout the School. The salary will be based on the Belmont salary scale, which is enhanced over that of maintained schools. The School participates in the Teachers' Pension Scheme and all staff are eligible for private medical insurance, the premium for which is paid by the School.

English within the Mill Hill School Foundation

The Foundation is committed to excellence and the Heads of Department meet termly to discuss schemes of work and the Foundation Through Curriculum.

Job Description

Key accountabilities

Pupils

- Plan and deliver high quality lessons in line with the agreed scheme of work of the department. This will require knowledge of the National Curriculum.
- Assess pupils' development in line with school and departmental policy and record assessments in a clear and useful way.
- Differentiate lessons according to the ability of the children in the group.
- Write reports to parents on all pupils taught as directed, normally twice a year.
- Attend all Parents' Evenings for classes taught.
- Stimulate and encourage pupils to achieve excellence in the subject.
- Provide one extra-curricular activity per week.

Subject Department

- Take part in departmental meetings as required by the Head of Department
- Accept advice and instruction from the Head of Department with regard to departmental policies and schemes of work, maintenance of records, care of resources, etc.
- Take part in regular Inset to keep skills and knowledge up to date. The School has a generous budget for this.

School

- Cover for absent colleagues and provide break, after school and lunchtime duties as rostered.
- Provide one extracurricular activity per week.
- Take part in pastoral care programme of children either as a Form Tutor

Application

Application is by completion of an Application Form only; letters and CVs are not an acceptable alternative. All short-listed candidates will be required to teach a lesson and provide evidence of their identity at interview. The School is registered with the Criminal Records Bureau and complies with their Code of Conduct. The successful applicant will require a disclosure at enhanced level, a check on stated qualifications and with referees.