



Belmont Mill Hill Preparatory School

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

Information for Applicants

TEACHER OF GIRLS' GAMES

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 and sporting 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+. Students have considerable success in gaining places in County teams for netball, hockey, tennis, swimming, rugby and cricket and the School has links with Southgate Hockey Club, Saracens Rugby and Middlesex Cricket.

The school has a strong and experienced senior management team, comprising the Head, Deputy Head (Pastoral), Deputy Head (Academic), 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 2007 excellent Inspection Report can be found on the website at: www.belmontschool.com

Sports Facilities and Programme

The School has extensive playing fields, sufficient for 6 rounders pitches, 6 rugby or football pitches, a cricket square and 2 all-weather cricket surfaces. In addition, 2 astro-turfed surfaces used for hockey, netball and basketball in winter are converted to 6 tennis courts in the summer.

Belmont has its own Gymnasium for the PE and dance programme and uses the swimming pool (opened in 2006) and sports hall at the senior school across the road when required. The senior school also has brand new Eton Fives courts and the game is currently introduced to children in Year 5 as part of the extra-curricular activity programme.

The games programme for girls includes: netball, hockey and rounders. Both girls and boys participate in swimming, athletics, tennis, basketball, cross-country, gymnastics and dance. Girls also have an opportunity to play cricket, football and Tag rugby. Belmont has a House system and House competitions each term are an important and popular part of the games programme. There is an extensive fixture list for U9 to U13 age groups in all major and some minor sports. Belmont has a 'sport for all' ethos and whilst the teams for competitive matches are selected by ability, there is always an opportunity for every child to represent the School once during the term.

The Post and Girls' Games Department

The department currently has a full-time Head of Department and one full time specialist games teacher. This additional post is required due to the increasing number of girls and the popularity of sport at the school. There are extensive and comprehensive schemes of work in place for all elements of the curriculum and regular department meetings take place, including weekly meetings with the boys' games department under the chairmanship of the Director of Sport and Activities. There are plans to redevelop the girls' changing facilities in the near future and the current accommodation was extended and refurbished last year.

The postholder will be required to teach girls' games primarily, although swimming and PE may be a possibility; a second subject would be an advantage. The School is large and can be flexible to suit the experience of the successful candidate, although coaching qualifications or high level performance in netball and hockey would be an advantage. 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.

Sport within the Mill Hill School Foundation

The Foundation is committed to excellence in sport and has a development plan for the improvement of talented children from the Pre-Prep through to the senior school. 'Masterclasses' are arranged from time to time so that the girls have an opportunity to work with older students under the direction of professional coaches and players. Girls are encouraged to join local clubs and be put forward for County trials each year. The Foundation offers its staff free membership of the Gym and use of the facilities in the senior school sports hall, subject to availability.

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.
- Emphasise the importance of safety and of safe methods of play. Teach the girls to have good sportsmanship and promote the School's behaviour policy.
- Run practice or training sessions as required and take children to away matches, tournaments and competitions, some of which are held after School hours and at the weekend.

Subject Department

- Take part in departmental meetings as required by the Head of Department or Director of Sport and Activities.
- Accept advice and instruction from the Head of Department or Director of Sport and Activities 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.
- Take part in occasional Saturday fixtures or tournaments
- Be fully involved in extra-curricular clubs and fixtures for netball, hockey and rounders and occasionally minor sports.

School

- Cover for absent colleagues and provide break, after school and lunchtime duties as rostered.
- Take part in pastoral care programme of children either as a Form Tutor or Assistant 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 and qualifications 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.

Please note: Interviews will be held at the School on 22nd March 2010.