



**Belmont  
Mill Hill Preparatory School**

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

**Information for Applicants**

**TEMPORARY TEACHER OF DESIGN AND TECHNOLOGY**

**Appointment for September 2010 for two terms maternity cover**

**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, design, 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 (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](http://www.belmontschool.com)

**The Department**

Design and technology is taught to half classes (maximum 11 children) in a small, but well-resourced and dedicated room. A D&T technician is able to provide support for preparation and for lessons.

**The Post**

The postholder is beginning her maternity leave in October. In order to achieve a smooth handover of classes, the successful applicant will begin work in September

and assume full responsibility for the classes at half term. It is expected that the postholder will return from maternity leave at the beginning of the summer term 2011.

## **Job Description**

### **Key accountabilities**

#### **Pupils**

- ◆ Teach for approximately 22ppw from 30 to classes in Years 3 to 8.
- ◆ 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. This includes textiles (using sewing machines and embroidery software) vacuum forming, basic electronics and resistant materials.
- ◆ Prepare children in Year 8 for the 13+ scholarship in Design to Mill Hill School. This will include teaching drawing techniques and graphical communication in an additional after school club for at least one hour per week. Communicate with parents and Head of D&T at Mill Hill.
- ◆ 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.
- ◆ Work alongside the D&T Technician and jointly ensure good working practices to maintain a safe environment. Health and Safety certificates for using machine tools will be needed. Training can be provided.

#### **Subject Department**

- ◆ Take part in departmental meetings as required by the Deputy Head (Academic).
- ◆ Accept advice and instruction from the Deputy Head (Academic) with regard to departmental policies and schemes of work, maintenance of records, care of resources, etc.
- ◆ Oversee the work of Lower School non-specialist D&T teachers and provide support when necessary.

#### **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.

Closing date for applications: 24<sup>th</sup> June 2010  
Interviews: 30<sup>th</sup> June 2010