Belmont

Key Stage 2 Class Teacher
September 2019
Candidate Information Pack
INTRODUCTION

We are looking for an enthusiastic and dynamic Key Stage 2 teacher to join our school.

Closing Date: Monday 18th March

Interviews: Monday 25th March

Key facts about Belmont

Co-educational Day School
FOR AGES 7-13

Part of the Mill Hill School Foundation
EDUCATING GIRLS AND BOYS FROM 3–18

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

35 acres
OF GROUNDS AND FACILITIES

19 pupils
OUR AVERAGE CLASS SIZE
THE SCHOOL

Belmont
Belmont is a co-educational preparatory day school in Mill Hill and one of four schools that comprise The Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 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 our pre-prep Grimsdell 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.

The school achieves high academic standards at Common Entrance and other entrance exams to senior schools, with a significant number regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for the quality of its pastoral care and for the very good personal development of the children. In our 2012 inspection, the inspectors found all aspects of the School’s provision to be excellent. We wish to maintain and build on the standards currently achieved and the successful candidate will play a key role in helping the School achieve its aims.

Further details about the School can be found on the website at: millhill.org.uk/belmont

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 instill a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

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 POST

Lower School (Years 3 – 5) form tutors are responsible for the day-to-day welfare of the children in their class and are the first point of contact for the parents on pastoral or academic matters. Tutors teach most subjects to their form, but there is specialist input for example in Games, PE, Music and French. Classes are set for English and Maths, the remaining subjects being taught as a mixed ability form; all LS teachers are responsible for teaching one of the English and maths sets.

Schemes of work are broadly based on the National Curriculum although the children work through them at an accelerated rate. Although tutors stay for some time in their chosen year group, the School encourages movement within Lower School (years 3, 4 and 5) for staff professional development.
JOB DESCRIPTION

The successful applicant will be required:

**Pupils**
> Plan and deliver high quality lessons in line with the agreed scheme of work
> Weekly high quality marking and feedback should enhance the pupils’ learning.
> Assess pupils’ development in line with school and departmental policy and record assessments following School assessment and tracking policies.
> Monitor and track pupil progress and take appropriate action when progress is not being made.
> Differentiate lessons according to the ability of the children in the group.
> Write reports to parents on all pupils taught as directed.
> Attend all Parents’ Evenings for classes taught.
> Stimulate and encourage pupils to achieve excellence in the subject.

**Meetings**
> Attend full staff meetings.
> Attend Year group meetings.
> Attend an Action Group meeting (Choice of Teaching & Learning Action Group, Pastoral Action Group or Extra-Curricular Action Group)

**The Wider School Community**
> Cover for absent colleagues and provide break, after school and lunchtime duties as per the duty rota.
> Provide at least one extra-curricular activity per week.
> Attend and participate at whole school events such as concerts and volunteering for trips.

The salary will be based on the Belmont salary scale, which is enhanced over that of maintained schools. The Foundation currently offers private medical insurance and fee relief for the children of established staff if they pass the entrance criteria.
PERSON SPECIFICATION

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

**Abilities, Skills and Knowledge**
- Communicate effectively to pupils at all levels.
- Teach primary subjects across the full range of ability.
- Effectively manage pupils and their learning environment.
- Display a commitment to maximising achievement for students of all ability including the most able and those with learning difficulties.
- Demonstrate a commitment to continued professional development.
- Demonstrate knowledge and understanding of the key curriculum, assessment, teaching and learning issues for primary subjects at Key Stage 2.
- Provide efficient administration, organisation and resource management.
- Be able to work as part of a team.
- Be able to meet deadlines.

**Education and Experience**
- A good degree
- A Teaching Qualification.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues, relating to safeguarding and promoting the welfare of children including:
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
-.Attitudes to the use of authority and maintaining discipline
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

Your application form should be completed in full and returned to the Head's PA gellen@belmontschool.com by Monday 18th March 2019.

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 and will be required to teach a lesson and provide evidence of their identity at interview.

The Mill Hill School Foundation and its 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. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.