



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL

Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Teacher of Modern Foreign Languages

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as a Teacher of Modern Foreign Languages.

All students study at least two languages in KS3 and must choose between German, French and Spanish for their 3 year course in GCSE. We currently have one A-level class per language, and their attainment results are excellent.

The MFL team comprises nine specialist linguist teachers plus three speaking languages assistants who are firmly committed to providing a high-quality language education that should foster pupils' curiosity and deepen their understanding of the world. Therefore, we have valuable enrichment and extra-curricular activities for students, such as regular competitions in target languages, study conferences for A-Level, Language Leaders helpers and Spanish and German exchange trips.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher



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Title of Post: Teacher of Modern Foreign Languages

Salary: Main Scale or UPS

Commencement: As soon as possible

Contract: Full time– Permanent

We seek to appoint an excellent teacher of Spanish and French to join a growing and successful Modern Foreign Languages Department in our diverse and very popular school. Most students study a language at GCSE and A levels are available in all three of the languages we offer.

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, Amanda Leonard, at leonarda@mhchs.org.uk or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 9am, Monday 1st December 2025

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

TITLE OF POST: TEACHER OF MODERN FOREIGN LANGUAGES

Salary: MPS or UPS

Commencement: As soon as possible

Purpose: To inspire young people through the expert teaching of Spanish, French or German across the ability and age range from 11-18, developing their skills and knowledge in all aspects of the subject and supporting their academic and personal progress within the values of Aiming Higher, Promoting Harmony & Achieving Excellence. Please indicate which of the three languages you can teach, and to what level.

Reporting to: Head of Modern Foreign Languages/SLT Link

RESPONSIBILITIES:

- To plan, deliver and assess appropriate lessons which ensure that the potential of all students is fulfilled.
- To contribute positively and accept delegation, with department colleagues, to the production, implementation and evaluation of department Schemes of Work and resources.
- To encourage students by regular marking, advising constructively by using targets and giving appropriate praise.
- To be aware of individual students' needs, whether they are academic or social, and liaise with Support Staff when necessary.
- To perform the role of Form Tutor and deliver Personal Social and Health Education.
- To monitor assessment through use of data and target setting, and to maintain records of assessments of the students and levels of attainment as laid out in the National Curriculum, where appropriate.
- To ensure equality of students regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity.
- To follow the ethos of the School and the Department by promoting high standards of all students and maintaining high expectations both in and out of lessons.
- To provide a positive environment where effective teaching and learning can take place and create opportunities for students to develop wider skills for later life.
- To communicate effectively and be willing to develop and share good practice with colleagues, in meetings and through lesson observations.
- To be committed to the demands of a high achieving school, both in the classroom and beyond.
- To remain familiar with national and local initiatives within the subject area and focus on own professional development to the benefit of students.

TEACHING & LEARNING – In addition to the above, support the Head of Department to:

- develop policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;



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- monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;
- establish provision of structured schemes of work, ensure curriculum coverage, continuity and progression in the subject for all students;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students;
- establish, and implement, clear policies and practices for assessing, recording and reporting on students' achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement;
- evaluate progress and achievement in the subject by all students;
- systematically monitor the quality of teaching through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

MANAGEMENT OF RESOURCES

- establish resource needs for the subject and advise Head of Department of likely priorities for expenditure;
- manage available resources to meet the objectives of school and subject plans;
- provide support to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- Source, promote and support the delivery of enrichment opportunities for students of Computer Science

COMMUNICATIONS

- establish and maintain lines of good communication within the Department and with other staff, students, parents, Governors and appropriate outside agencies.

SAFEGUARDING

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

EQUALITIES

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

ADDITIONAL INFORMATION

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.