



Mill Hill

For pupils aged 13 - 18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

STRENGTH AND CONDITIONING GRADUATE ASSISTANT REQUIRED FOR SEPTEMBER 2025



Mill Hill School. A part of the Mill Hill Education Group.



INSTILLING VALUES INSPIRING MINDS

A WARM WELCOME TO MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOL, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.

Mill Hill is one of the UK's best known and most reputable independent schools. Founded in 1807 by non-conformists, our original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Traditionally an all-boys boarding school, Mill Hill is now fully co-educational with over 80% day pupils, though boarding remains core to our philosophy. We are the flagship school within the Mill Hill Education Group, one of the UK's largest and fastest growing non-profit independent school groups. We are a traditional senior school taking pupils from Years 9 – 13, but are closely integrated with our superb Prep school Belmont, which is located just next door.

At Mill Hill we are proud to be the school of choice for many families in London and beyond. Academic standards are high – with 52% of all grades at A Level at A*/A in 2024 (84% A*-B). The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.



This role is an exciting opportunity to join Mill Hill and help us realise our ambitious plans. The more you learn about our current work, the more you will see that we are in the process of making Mill Hill a truly leading School. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits, many of which are detailed later in this pack. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

David Benson
Head, Mill Hill School



JOB DESCRIPTION

AN EXCITING OPPORTUNITY TO ENGAGE ALL OF OUR PUPILS IN A MARKET LEADING STRENGTH AND CONDITIONING PROGRAMME. ALONGSIDE SUPPORTING THE SMOOTH RUNNING OF THE BOARDING AND CO-CURRICULAR ASPECTS OF THE SCHOOL, YOU WILL PLAY AN INTEGRAL PART IN ENHANCING THE NATIONAL AND INTERNATIONAL REPUTATION OF THE SPORTS PROGRAMME.



General Responsibilities & Expectations:

- We have designed the role to give successful applicants an all-encompassing experience of independent school life. The role is likely to suit recent graduates interested in high-performance sport or pursuing a career in education, understanding that the role is fast-paced and time-consuming during school terms yet enormously rewarding
- The successful candidate will be closely supervised by a senior member of staff within a formal structure of professional development, training and feedback. For an exceptional candidate, there may, in due course, be the opportunity to move into formal teacher training, supported by the School, if this aligns with the staffing requirements of the School at the time
- Support the aims and objectives of the Mill Hill Education Group (MHEG)
- Comply with the Mill Hill School Foundation Health and Safety Policy
- Promote the general progress and well-being of individual pupils and any class or group of pupils supported by you
- Promote and safeguard the welfare of children and young persons for whom you are responsible for and with whom you come into contact with
- Maintain good order and discipline among the pupils and safeguard their health and safety when they are on the School premises and engaged in authorised school activities elsewhere in your care
- Lead a tutor group or be a pupil pastoral mentor
- Complete a 5-day NPLQ course
- To be present at key events, including Open Mornings, sports tournaments and Foundation Day

Boarding House Responsibilities and Contribution to the Mill Hill Schools Boarding Community:

- Under the direction of the Housemaster/mistress (HMM), it is the responsibility of the Graduate Assistant to undertake the following tasks:
- One evening duty per week, one in four Friday evenings and one in four weekends (Saturday and Sunday)
- Graduate Assistants will be expected to contribute to Full Boarding and House activities as and when required
- Be familiar with and to implement policy and procedure according to the Boarding Staff Handbook and the Boarding Handbook and all other related policies and protocols



- Promote and safeguard the welfare of children and young persons for whom you are responsible for and with whom you come into contact with
- Support the HMM in the organisation of House social activities and boarding trips
- Be present, visible and available in order to support the boarding community and to be a friendly and known presence to its members
- Undertake the boarding staff induction programme to prepare for this role
- Provide cover as required in boarding as directed by the Assistant Head (Boarding)

Core Responsibilities and Expectations:

Strength & Conditioning

- To work as a key member of our multi-disciplinary Performance Team supporting our Sports Scholarship Programme
- Improve performance through developing, implementing and evaluating strength and conditioning programmes based on sound scientific principles. This will include periodisation, peaking, tapering, injury prevention, rehabilitation, load management and athlete screening/assessment
- Promote a culture of health and wellbeing through our dual-stream approach; Fit for Life, Fit for Performance
- To plan and undertake an agreed programme of CPD, including attendance at internal and external meetings and courses to keep abreast of world's best practice
- Develop a comprehensive database of strength and conditioning programming and testing
- Provide nutritional guidelines and advice to all students
- Assist with the delivery of early morning, lunchtime and after-school strength and conditioning sessions, ensuring the safety of all pupils during physical training

Sports Scholarship Programme

Successful candidates will work alongside our existing Sports Performance Team, including Sports Therapist, UKSCA Qualified Strength & Conditioning Coach, Performance Nutritionist and Sport Psychologist

The successful candidate will also have the unique opportunity to work with and support our impressive list of Heads of Sport in their drive towards building a nationally recognised programme:

- Head of Athletic Development – Owen Nicholls, Former Head of S&C at a Professional Rugby Club
- Head of Cricket - Jamie Diamond, Level 3 ECB Coach, Gloucestershire CCC U18 Womens Head Coach
- Head of Football – Ieuan Lewis, UEFA A Licensed Coach, PGDip Elite Coach Development
- Head of Netball - Amelia Hall, London Mavericks Netball Super League Player
- Head of Performance Rugby – Chris Bajak, Saracens Academy Coach & Partnership Coordinator
- Head of Tennis – Sarah Ward, LTA Part 2 Coach, County Tennis Player
- Director of Golf – Dean Halford, PGA Advanced Golf Professional
- Director of Sport and Rugby – Aaron Liffchak, Ex Professional Saracens Rugby Player





Sport & Activities Programme

- Support the School's weekend sports programme across all three terms
- Fully support the Co-Curricular life of the School, which dovetails with the candidate's previous background
- Hold an essential position in developing our 100+ Sports Scholars. The Performance Team guides their assigned scholars towards achieving their personal objectives, as well as organising group workshops
- Aid the Physical Education Department in teaching the curriculum, managing practical aspects of Physical Education, including lifeguarding duties
- Lead sports teams, leadership activities and clubs/clinics throughout the academic year
- Support the Head of Games and Activities Coordinator in the running of the Activities programme
- For the right candidate, there is the opportunity to expand this role to include sports marketing:
- Developing and delivering an effective social medial marketing plan that drives awareness of Mill Hill Sport
- Growing audience engagement by developing our brand, profiling key sporting events and supporting the promotion of our sporting partnerships

Developmental opportunities &/responsibilities:

- Gain valuable experience through our Saracens Partnership, working with talented, aspiring academy players alongside Saracens pathway strength and conditioning coaches
- Opportunities for industry recognised training and professional development
- Internal CPD programme run by Heads of Sport and Performance Team Staff
- Support the organisation and delivery of the School's Open Days
- Be a staff presence on educational visits/ other trips organised by the School, where appropriate

Other responsibilities:

- Carry out the above duties and responsibilities and additional duties and responsibilities if so directed by the Head of Mill Hill School or his representative within the confines of the Mill Hill School Foundation
- Have a flexible approach to hours of duty



Benefits of the role:

- Salary likely to be in the region of £20,500 (Residential) & £25,500 (Non-Residential) from September to July, dependent on experience and relevant qualifications
- On-site accommodation and bills inclusive for Residential appointments
- Three hot meals a day (two on Sundays)
- Extensive training and professional development
- Opportunity to travel within a varied programme of educational visits, sports tours etc
- Membership of our excellent Staff Common Room, which organises several social functions throughout the year
- Opportunity to become a member of The Mill Gym and Studio, which includes the use of our sports hall; fitness suite and swimming pool
- Access to the School's Medical Centre
- Free staff sports kit for those involved in leading sports teams



PERSON SPECIFICATION

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

- To have graduated with a good honours degree by the time the post commences in Sport Science or related areas
- Nationally recognised (UKSCA/NSCA) coaching and/or other vocational qualifications relevant to athletic development (or the ability to achieve within six months)
- Awareness, understanding and experience of issues relating to safeguarding the health, welfare and safety of children
- High personal and professional standards
- Positive working relationships with colleagues and the ability to work as a team member
- Experience in one of the School's core sports (Cricket, Football, Hockey, Netball, Rugby)
- The ability to enhance the profile of Mill Hill School Sport through our social media channels
- Excellent time management, IT and organisational skills
- Ability to take responsibility and show initiative
- An interest in current developments in education
- Ability to convey infectious enthusiasm for various areas of school life
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to manage practical sessions effectively and safely
- Motivation to work with children and young people
- Positive attitude to managing behaviour



The co-curricular programme engenders pupils' interests as well as develops pupils' knowledge, skills and understanding. This is a significant strength of the school."

ISI Inspection Report January 2024





THE SCHOOL

Mill Hill School

Mill Hill is one of the UK's best known and most reputable independent schools. We are the school of choice for many families in and around London, as well as a sizeable community of international pupils.

Mill Hill was founded in 1807, by non-conformists as an alternative to England's 'ancient' public schools who admitted only Church of England families. More than 200 years later, these values of innovation, inclusion and diversity still permeate the school.

Mill Hill now forms the flagship within a wider group of nine schools, known as the 'Mill Hill Education Group.' We work collaboratively with all these schools but are most integrated with Belmont - our 'Prep' and main feeder, located just next door.

Traditionally an all-boys boarding school, both Mill Hill and Belmont are now fully co-educational, with a mixture of day and boarding pupils.



Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils."

Independent Schools Inspection 2024

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.





MEET THE TEAM



Kamla joined us in 2023 from the state sector, bringing 20 years of teaching and leadership experience with her. In her first year she secured some of the best A Level results of any department at Mill Hill, as well as developing a rich co-curricular offer that primes pupils for the real-world of business. In addition to leading the department, Kamla promotes entrepreneurial thinking through a range of lower school enterprise activities, fostering a creative spirit in all pupils she works with.

Kamla Stoll

Head of Economics and Business



Aaron joined us in 2017 as the Assistant Director of Sport and Rugby and was promoted to Director of Sport in 2019. He manages a large team of specialist coaches and trainers, making a difference to all pupils in the school. Aaron played professional rugby for Saracens RFC before entering the education sector. In his time at Mill Hill, he has built a market-leading sports programme which grows from strength to strength each year.

Aaron Liffchak

Director of Sport



Emma joined Mill Hill as Head of Maths in 2022, having previously been Second in Charge at City of London School for Boys. She entered teaching straight from university, where she secured a First Class degree in Maths at Cambridge. Her vision is for every pupil to achieve their full potential through an engaging, supportive and challenging curriculum. In addition to leading the department, she can usually be found on the netball court, either playing herself or coaching the U15 girls' team.

Emma Lockhart

Head of Mathematics



Pearl joined our Chemistry Department from Aldenham School, and has become a key member of our team. Earlier in her career she had a seven year stint as Head of Science at Arnold House, a leading North London prep school, and a feeder of Mill Hill. In addition, Pearl led a Science Department of an outstanding state school in Hertfordshire, prior to entering the independent sector. Pearl completed her BSc at Monash University, Australia, before moving to the UK.

Pearl Lee

Teacher of Chemistry



Gareth leads the co-curricular and performance elements of Music across the Foundation, working alongside a separate Head of Academic Music and a large team of Music teachers. Gareth joined Mill Hill from Highgate School where he worked as Head of House, and is relishing a return to a curriculum focused role. Prior to entering teaching he worked in industry, and played with some of London's leading orchestras (e.g. the BBC Symphony Orchestra).

Gareth Hanson

Director of Musical Performance



The Chapel is the heart of our school, and Ryan helps bring that vision to life. His role spans teaching in Religious Studies with leading weekly Chapels and assemblies, as well as providing one to one support to both pupils and staff. He works closely with colleagues across the Mill Hill Schools. Prior to joining us Ryan was the Vicar of St Paul's Church, Mill Hill, having trained for ordination in the Church of England at St Mellitus College. A keen footballer, Ryan coaches our U14A Football team.

Ryan Venn-Dunn

Foundation Chaplain



OUR SCHOOL IN NUMBERS

A*/A

Grade achieved at A Level
by over 52% of pupils



66%

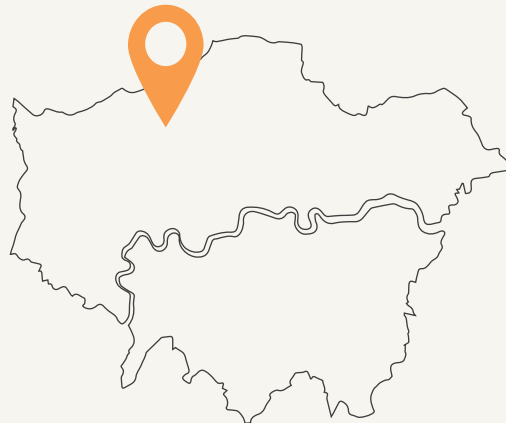
Grades at GCSE at 9-7

1807

The year
Mill Hill was
founded

10

miles from
Central London



120

acres of beautiful
school grounds

900

pupils in 12 houses



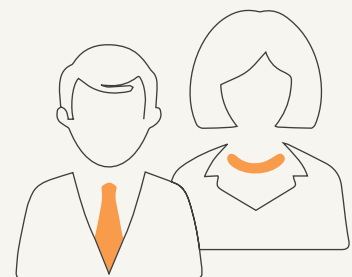
75%

of Mill Hill students go to
Russell Group Universities



200

staff members





WHY JOIN US

Why choose Mill Hill School?

Mill Hill School stands out as a leading independent school, offering professional opportunities which are second to none. We balance ambition with support, and provide our staff with extensive space to extend their skills.

Situated on our magnificent 120-acre campus, our learning environment provides an exceptional setting for both staff and pupils. The School is underpinned by a strong sense of community, and levels of staff retention are distinctively high. There are a number of reasons why people love working at Mill Hill, including;

- A culture of mutual support and collaboration across our staff team
- Dedicated, aspirational pupils, from a diverse range of backgrounds
- An unrivalled co-curricular offering
- A genuine commitment to ensuring a reasonable workload, with a focus on staff motivation and engagement
- Highly competitive salaries and overall compensation package

Why work for the Mill Hill Education Group?

- Join a growing collection of independent schools, based in London and surrounding areas
- Teach in a stimulating academic environment and be a part of numerous activities outside the classroom, fostering both learning and personal growth
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Instil a lasting love for learning whilst balancing this with a readiness to embrace change, preparing pupils for life, both now and in the future
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

Added benefits

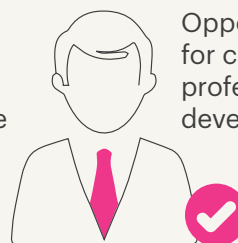
We not only offer inspirational learning environments for pupils but great places to work for our staff. In addition to working in our beautiful school settings we also offer a range of benefits:



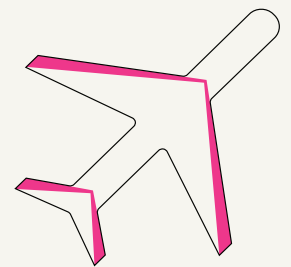
Free onsite parking



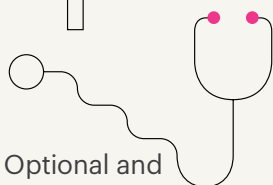
Pension schemes with Life Assurance



Opportunities for continued professional development



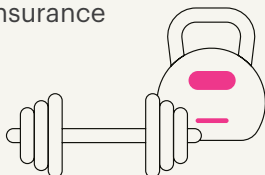
Enhanced holiday entitlement



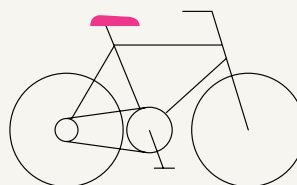
Optional and discounted private medical insurance



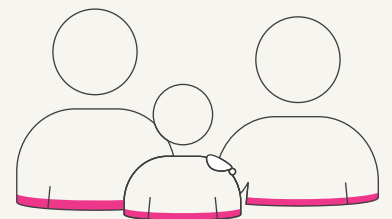
Lunch included



Discounted membership at our school gym and swimming pool sessions



Cycle to Work Scheme



Teaching positions are offered discounted school fees



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9:00AM ON MONDAY 31 MARCH 2025

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

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

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

APPLY



Mill Hill

INSTILLING VALUES INSPIRING MINDS

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