Mill Hill

For pupils aged 13–18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

BOARDING HOUSEMASTER



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 leading 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 Belmont, our superb prep school (Years 3–8). We are also proud to have been chosen as the host of the new 1729 Maths School - the first such provision in the UK - which opened to its founder pupils this year.



Mill Hill is the school of choice for many families in London and beyond. Academic standards are high, with 55% of all A Level grades at A*/A in 2026 (84% A*-B) and 52% of GCSEs at grade 9/8 (76% 9-7). 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 contribute to our work. I'm confident that the more you learn about our current offer, the more you will see the distinctive strengths and potential of Mill Hill. 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 team, then please do consider an application.

With best wishes,

David Benson
Head, Mill Hill School

JOB DESCRIPTION

MILL HILL SCHOOLS ARE SEEKING AN OUTSTANDING PASTORAL LEADER TO BE THE NEXT HOUSEMASTER/MISTRESS OF RIDGEWAY HOUSE. ONE OF OUR LARGEST BOARDING HOUSES, RIDGEWAY IS HOME TO OVER 85 BOYS AND GIRLS, DRAWN IN ROUGHLY EQUAL NUMBERS FROM MILL HILL SCHOOL AND MILL HILL INTERNATIONAL. THEY SPEND THEIR SCHOOL DAYS ON TWO CAMPUSES BUT COME HOME TO ONE HOUSE.

The housemaster/mistress will have responsibility for creating a warm and welcoming environment and fostering a strong sense of house spirit. He or she will ensure that every pupil is known, safe and well cared for and encouraged to achieve their full potential in all aspects of school life.



KEY RESPONSIBILITIES

- Set the strategic direction for Ridgeway, building on the traditions that matter to pupils and bringing boarders from both schools together through shared meals, House events and the way older pupils welcome younger ones.
- Take full academic and pastoral oversight of the boarders in Ridgeway, supported by their team alongside the wider staff teams at both schools including the Senior Leadership.
- Be a consistent presence in the House, spending time with pupils during meals, prep and free time.
- Be observant of the wellbeing and mood of all boarders and respond appropriately as necessary.
- Safeguard the pupils in your care. Make sure boarders know whom they can speak to, including outside the House. Act promptly on concerns, keep accurate records and work closely with the safeguarding leads at both schools.
- Get to know new boarders and their families before they arrive; help pupils navigate a new school, country or language through a strong induction programme and monitor how they settle in.
- Seek to develop strong and positive working relationships with parents, guardians and agents and involve them in everyday House life. Share good news, make time for families overseas and pick up the phone early when a pupil is unhappy or a difficult decision needs explaining.
- Welcome prospective boarders and their families. Give them an honest picture of a week at Ridgeway and let them hear from current pupils about what it is like to live here.
- Lead the House team: give colleagues clear responsibilities, hold regular meetings and use handovers to agree which pupils need attention, who will follow up and when.
- Develop the staff who work in Ridgeway. Induct new colleagues carefully, give specific feedback on their work and share responsibility in ways that prepare others for pastoral leadership.
- Plan staffing across mornings, evenings, nights and weekends in liaison with the Assistant Head (Boarding). Ensure that staff are fully abreast of the arrangements, critical matters and whereabouts of boarders when starting their duty. Orah is the main tool for monitoring boarders alongside a Boarding House SharePoint diary to share information.

- Work closely with pastoral and academic colleagues at both schools. The Housemaster/mistress is the first port of call in creating care or intervention plans where a boarder is struggling.
- Set high expectations for prep. Provide a quiet place to work, help younger boarders establish good habits and give older pupils increasing responsibility for organising their own study.
- Take a close interest in boarders' health. Work with medical colleagues to put individual care plans into practice and make sure relevant staff know how to respond when a pupil is unwell.
- Set clear expectations for behaviour and apply them fairly. Address unkindness early, challenge bullying and help pupils understand what it takes to live well with people whose habits and backgrounds differ from their own.
- Give boarders a say in how Ridgeway is run. Seek out quieter voices, explain decisions and help senior pupils take genuine responsibility for welcoming new arrivals and leading House activities.
- Plan evenings and weekends that pupils want to take part in. Draw on the opportunities of London and the wider School, alongside time for friendships, informal games and rest in the House.
- Take pride in the condition of the House. Audit it regularly with pupils and staff, manage the House budget and work with estates and domestic colleagues to resolve problems that affect boarders' daily lives.
- Work with the Assistant Head (Boarding) and fellow Housemasters and Housemistresses to improve boarding across Mill Hill. Share what works at Ridgeway and bring good ideas from the other Houses back to the team.
- Review the House each term with colleagues from both schools. Use what pupils and parents tell you, alongside patterns in pastoral records, to agree improvements and see them through.

KEY FACTS ABOUT THIS ROLE

START DATE
September 2027

SALARY
The Mill Hill School teaching scale ranges from £45,000 to £80,000. The Head of Ridgeway receives an additional allowance of c.£10,000 subject to prior experience, as well as free family accommodation including bills.

REPORTS TO
Head of Boarding

APPLICATION DEADLINE
9am on Wednesday 2 December 2026

The position is subject to a six-month probationary period.





PERSON SPECIFICATION

THE SUCCESSFUL CANDIDATE WILL BE ABLE TO DEMONSTRATE THE FOLLOWING:

- A sound understanding of the National Minimum Standards for boarding, School policies, KCSIE and all relevant safeguarding requirements.
- Substantial experience of caring for adolescents in a boarding setting, with examples of the difference their leadership has made to pupils' daily lives.
- Demonstrable evidence of excellent teaching practice and continuing professional development.
- Experience working with international families and understanding the nuances related to this.
- The warmth and curiosity to get to know individual pupils, and the willingness to spend time with them during the ordinary routines of a boarding week.
- Sound safeguarding judgement, including the ability to recognise a change in a pupil's behaviour, listen carefully, maintain professional boundaries and involve the right colleagues promptly.
- A record of leading adults with different responsibilities, delegating well and addressing concerns about a colleague's work with honesty and tact.
- The organisational skills to run a large boarding House, with reliable arrangements for supervision, leave, record-keeping and the handover between staff on duty.
- The ability to earn the confidence of parents and guardians, including families overseas, and to handle sensitive conversations with clarity and discretion.
- Experience of helping pupils settle into an unfamiliar community, with an understanding of how language, culture and distance from home can shape a boarder's first term.
- A calm and fair approach to discipline, with the confidence to make difficult decisions and the patience to rebuild a relationship afterwards.
- The ability to bring teachers, tutors and pastoral colleagues together around a pupil and follow through until the agreed support is in place.
- The imagination to build House traditions that pupils of different ages enjoy, and the generosity to let pupils take the lead when they are ready.
- High personal and professional standards, reflected in the way they put Mill Hill's values of excellence, resilience and integrity into practice.
- An acceptance that boarding is 24/7 and that the working hours require a significant degree of flexibility.

CONDITIONS OF THE ROLE

- Private family accommodation inclusive of all bills is included to support the Housemaster/mistress in performing their duties properly.
- The Housemaster/mistress will teach a significantly reduced timetable in line with other colleagues. All subjects will be considered.

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 Christian non-conformists as an alternative to England's 'ancient' public schools, which 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 schools, known as the Mill Hill Education Group. We work collaboratively with all these schools but are most integrated with Belmont (Mill Hill Prep) and the new 1729 Maths School.

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

> "A vibrant, buzzing school, with a solid academic underpinning and an outstanding extracurricular programme..."
>
> Good Schools Guide 2025

A part of the Mill Hill Education Group
The Mill Hill Education Group is a charitable collection of independent schools. Its aim 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 combines teaching Religious Studies with leading weekly Chapels and assemblies, as well as providing one-to-one support to 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 Level grades in 2026

84%
Grades A*–B

55%
Grades A*–A

22%
Grade A*



1807
The year Mill Hill was founded



GCSE grades in 2026



120
acres of beautiful school grounds

76%
Grades 9–7

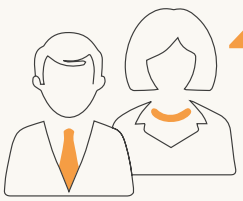


80%
of university destinations are Russell Group (2025 and 2026)

52%
Grades 9–8

26%
Grade 9

10
miles from Central London



200+
staff members

WHY JOIN US

Why choose Mill Hill School?
Mill Hill offers 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 a beautiful setting for both staff and pupils. The School is underpinned by a strong sense of community, and levels of staff retention are very 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 an attractive overall compensation package.

Why work for the Mill Hill Education Group?

- Join a growing collection of independent schools, based in London and the South East.
- 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.

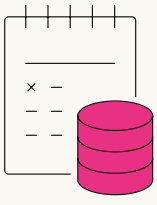
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a social media and enhanced DBS check.

Added benefits

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



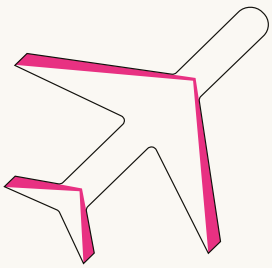
Free onsite parking



Pension schemes with Life Assurance



Opportunities for continued professional development

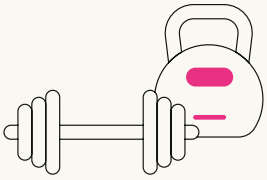


Enhanced holiday entitlement

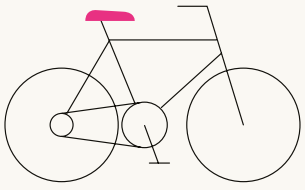
Optional and discounted private medical insurance



Lunch included



Discounted membership at our school gym and swimming pool sessions



Cycle to Work Scheme



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9AM ON WEDNESDAY 2 DECEMBER 2026

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, 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 check and an 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 a 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 here to complete your Application Form.

APPLY

Mill Hill

INSTILLING VALUES INSPIRING MINDS



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