



# Hillcrest School & Sixth Form Centre

## Job Application Pack

### Teacher of Science - 0.6

*'Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.  
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





# Hillcrest School & Sixth Form Centre

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Tel: 0121 464 3172  
Fax: 0121 428 1075

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack, along with the information on our school website, useful.

Hillcrest School is an all-girls school for students aged 11 to 16, with a mixed sixth form, located on a greenfield site in the Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds across Birmingham and the surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013, and following short inspections in July 2017 and September 2022, retained its 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our next full inspection.



The Hillcrest approach to teaching and learning is underpinned by evidence-based research, and staff regularly engage in professional development both within the school and externally, including attending ResearchEd Conferences and undertaking NPQ studies.

Teachers focus on key effective classroom strategies encompassing the work of Teach Like a Champion, Teaching WalkThrus, and the EEF.

At Hillcrest, we provide each student with the opportunity to achieve their full academic and social potential. We combine the best of traditional values with the latest in teaching methods and extra-curricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified teaching staff and support staff committed to delivering quality administration and support services to our school.

We would like to hear from you if you are interested in providing exceptional support to our staff and students within a forward-thinking, hardworking school community.

Thank you for your interest in our school. I want to take this opportunity to wish you well in your application.

**Julie-Ann Davies**, BEd (Hons), NPQH  
Headteacher

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## Hillcrest School & Sixth Form Centre

### Advert - Teacher of Science - 0.6

Part-Time/Permanent  
Salary: MPS/UPS  
Start Date: September 2025

**Are you seeking an opportunity to develop your teaching skills in a great school?  
We wish to appoint someone with the ambition to be an exceptional Science Teacher.**

**The person we appoint will:**

- Be enthusiastic and flexible
- Be creative and use initiative
- Be a reflective practitioner

**In return, we can offer:**

- A welcoming school
- Enthusiastic students who are keen to learn
- A strong senior and curriculum leadership team
- A supportive working environment
- Strong support for professional development, including membership of the Oaks Collegiate
- Excellent opportunities for promotion
- Staff Well-being and support programme
- Generous planning and preparation time allocation

The successful applicant will join a team of strong practitioners who work together to inspire students to succeed. This is an excellent school to work in, with students who are ambitious and motivated to learn, and staff who support one another. We are not only committed to developing our students, but you will also be fully supported with professional development.



**Closing date for applications:** Wednesday, 21 May 12:00 pm.

**Interviews to be held on:** Friday, 23 May

Please contact the school on 0121 464 3172  
to arrange an appointment.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.





## How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

## Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

## Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements as outlined in the job description and person specification. You should give clear examples rather than simply stating that you possess certain skills and abilities.

## For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

## References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us **not** to we will assume it is acceptable to contact your references at any time.

## Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: [recruitment@hillcrest.bham.sch.uk](mailto:recruitment@hillcrest.bham.sch.uk)

Postal application forms should be sent: F.A.O Headteacher, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

## Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

## Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.

***Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application.***

***Successful candidates will be required to undertake an enhanced DBS check and relevant safer recruitment checks.***

***Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity with children.***



# Hillcrest School & Sixth Form Centre

## Job Description - Teacher of Science

**Responsible to:** Head of Science/Senior Leadership Team (Line Manager)

### **Purpose:**

To inspire students through high-quality teaching and a love of the subject. The Teacher of Science will be responsible for monitoring and supporting the overall progress and development of students as both a teacher and form tutor. It is expected that the teacher of science will support the Head of Science in striving to raise standards of student progress.

### **Teaching and Learning:**

- Assess students' work systematically and use the results to inform future planning and teaching.
- To comply with the school's assessment, recording and reporting policies and procedures.
- Plan and prepare lessons to ensure continuity and progression.
- Ensure students are prepared for public examinations and all coursework and assessments are completed.
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
- To implement whole school teaching and learning initiatives.
- To promote the use of ICT within the department.
- Attend all professional development, as required.
- To develop pedagogical knowledge within the subject.

### **Whole School**

- To participate in appropriate whole-school activities that promote the work of the department.
- To contribute positively to the further development work of the school.

### **Professional Standards**

- Support the school's ethos, vision, principles, and values.
- Treat colleagues, students and all members of the community with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example for students in terms of appropriate dress, punctuality, and attendance standards.
- Support the school's aims through attendance at and participation in events such as open evenings, parents' evenings, and school events.
- Support the school's ethos by upholding its code of conduct, uniform rules, and other guidelines.
- Take responsibility for their own professional development and participate in arrangements as adopted by the school for the assessment of his/her performance and that of other teachers.

- Reflect on own practice as well as the practices of the school to improve all that we do and achieve excellence.
- Read and adhere to the school's various policies and implement school improvement plans.
- Participate in the development and management of the school by attending various team and staff meetings.
- Ensure that all deadlines are met as published in the school calendar.
- Be proactive and take responsibility for matters relating to health and safety.

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher or Governors to ensure the efficient and effective operation of the school.

This job description will be reviewed annually.



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### Person Specification - Teacher of Science

	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching of all aspects of Science from Key Stage 3 to GCSE and at A Level. (Ideally, the candidate will be able to teach A Level Physics.)</li> <li>• Experience in teaching the full ability range.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of current educational issues.</li> <li>• Able to offer specific knowledge and understanding related to the areas identified within the job specification.</li> <li>• Awareness of current issues and changes in the Science curriculum.</li> </ul>
<b>Skills, abilities and attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate that you are an outstanding classroom teacher.</li> <li>• Proven track record of examination success at GCSE (and A Level where applicable).</li> <li>• High level of interpersonal skills.</li> <li>• Able to analyse and synthesise information.</li> <li>• The ability to form good working relationships with colleagues and students.</li> <li>• Able to work under pressure.</li> <li>• Good organisation and time management skills.</li> <li>• Confident user of IT.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to comprehensive and inclusive education.</li> <li>• Willingness to learn, undertake training and share good practice with others.</li> <li>• High expectations of staff and students.</li> <li>• High personal expectations and goals.</li> <li>• A commitment to continued professional development.</li> <li>• Imaginative and forward-looking.</li> <li>• Able to maintain professional standards at all times.</li> <li>• Commitment to Equal Opportunities.</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Relevant Degree.</li> <li>• Evidence of relevant professional development.</li> </ul>