



# Hillcrest School & Sixth Form Centre

## Job Application Pack

### Teacher of French and KS4 Spanish

*'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

Headteacher Julie Ann Davies BEd (Hons) N P Q H  
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Email: [enquiry@hillcrest.bham.sch.uk](mailto:enquiry@hillcrest.bham.sch.uk)

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 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the southwest edge of Birmingham. Our students come from a range of backgrounds from across Birmingham and surrounding areas.

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



At Hillcrest, we provide each student with the opportunity to achieve their full potential in both academic and social terms. We combine the best of traditional values with the very latest in teaching methods and extracurricular 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 team of teaching staff, and support staff who are committed to delivering quality administration and support services to our school.

If you want to provide outstanding support for our staff and students within a forward thinking, hard-working school community, we would like to hear from you.

Thank you for your interest in our School and I would like 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 French and KS4 Spanish

Full-Time/Permanent

Salary: MPS/UPS

Start Date: September 2025

**Are you looking for an opportunity to develop your teaching skills in a great school?**

**We wish to appoint someone with commitment and the ambition to be a great French and Spanish Teacher.**

**The person we appoint will:**

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

**In return we can offer:**

- A welcoming school
- Enthusiastic children 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 Wellbeing 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 each other. We are not only committed to developing our students, but you will also be fully supported with your own professional development.



**Closing date for applications:** Friday 2<sup>nd</sup> May

**Interviews to be held on:** w/c 5 May 2025

**Visits to the school are welcome:** Please contact the school on 0121 464 3172 arrange an appointment.

*Please note that appointment is subject to enhanced DBS, medical and reference checks.*

*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 French and KS4 Spanish

**Responsible to:** Learning Manager of MFL/Senior Leadership Team Line Manager

**Purpose:**

To inspire students through high quality teaching and a love of the subject. The teacher of MFL 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 French will support the Learning Manager of MFL 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 CPD, 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 further development work of the school.

**Professional Standards**

- Support the ethos, vision, principles and values of the school.
- 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 to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the school through attendance at and participation in events such as open evenings, parent's evenings and school events.
- Support the ethos of the school by upholding the code of conduct, uniform rules, etc.

- Take responsibility for 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 with the aim of improving all that we do and achieving excellence.
- Read and adhere to the various policies of the school 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.



## Hillcrest School & Sixth Form Centre

### Person Specification - Teacher of French

|   | Essential  |
|---|--|
| <b>Experience</b>                       | <ul style="list-style-type: none"> <li>• Successful teaching of all aspects of French to GCSE and A Level (if applicable).</li> <li>• Successful teaching of all aspects of Spanish at key stage 4.</li> <li>• Experience of teaching 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 MFL curricula.</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 ICT.</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 continuing professional development.</li> </ul>  |