



Hillcrest School & Sixth Form Centre

Job Application Pack

Head of Sixth Form

*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
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

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 south west 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, we 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 next full 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 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 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 and 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



Hillcrest School & Sixth Form Centre

Advert - Head of Sixth Form

Full Time / Permanent

Salary: Main/Upper Pay Range + TLR23 (£7,847)

Start Date: September 2024

We seek to appoint a dynamic, enthusiastic, and committed person with the drive and ability to lead the continuous improvement of the sixth form. The person appointed will be an outstanding classroom practitioner, with strong leadership and management skills and the ability to inspire young people. We believe that with the right appointment, the sixth form can continue to flourish as a place of learning.

We are looking to appoint a strategic thinker, who holds student progress at the centre of everything they do. Students in the sixth form are polite, happy and well-motivated.

We are a small but high-performing sixth form. In 2019, we were ranked third in Birmingham for the progress of our sixth form students (0.41).

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 professional development.



Closing date for applications: Friday 19th April 2024

Interviews are to be held on: Friday 26th April 2024

Visits to the school are welcome on: Thursday 11th April 2024

Please get in touch with the school on 0121 464 3172 to confirm your attendance.

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.





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Job Description - Head of Sixth Form

Responsible to: Deputy Headteacher

Responsible for: The academic and pastoral progress of sixth form students.

Liaising with: SLT, curriculum leaders, college leaders, external agencies, parents/carers and governors.

Purpose: To lead, monitor and review the sixth form, ensuring successful outcomes for sixth form students, both academically and pastorally.

Quality of Education	<ul style="list-style-type: none">• To lead on all day-to-day aspects of the sixth form.• To monitor and evaluate the progress of sixth form students.• To contribute to the monitoring of effective teaching and learning.• To provide regular feedback to sixth form subject leaders and teachers in a way which recognises good practice.• In conjunction with the Deputy Headteacher (Teaching and Learning), develop an appropriate sixth form curriculum.
Behaviour and Attitudes	<ul style="list-style-type: none">• In conjunction with the Deputy Headteacher (Behaviour and Safety), ensure robust safeguarding procedures are in place for sixth form students.• To monitor the attendance of sixth form students.• To lead on the rewards and sanctions system in the sixth form.• To monitor the standards of behaviour and dress of all sixth form students.
Personal Development	<ul style="list-style-type: none">• To coordinate the sixth form tutorial programme.• To coordinate the sixth form enrichment programme.• To ensure students receive up-to-date career advice and guidance, in line with the Gatsby Benchmarks.• To oversee sixth form work experience.• To ensure students are prepared for the next stages of their learning after they leave the school.• To actively encourage students to contribute to the school and community.• To develop students' SMSC development.• To organise relevant sixth form trips and visits.
Leadership and Management	<ul style="list-style-type: none">• To lead on the vision and ethos of the sixth form.• To lead the team of sixth form tutors.• To attend any relevant Oaks Collegiate meetings.
Additional Responsibilities	<ul style="list-style-type: none">• To be responsible for the UCAS process.• To be responsible for the running of the sixth form centre.• To lead the marketing and recruitment of students.• Organise induction events for new Year 12 students.

	<ul style="list-style-type: none"> • Organise careers days, taster days and HE days. • To attend GCSE and A-Level results days. • Deliver assemblies.
Whole School	<ul style="list-style-type: none"> • To participate in appropriate whole-school activities that promote the sixth form. • To contribute positively to the ethos, well-being, and further development work of the school.
Professional Standards	<ul style="list-style-type: none"> • 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, parents' evenings, and school events. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for professional development and participate in arrangements as adopted by the school for the assessment of performance and that of other teachers. • Reflect on your practice as well as the practices of the school to improve all that we do and achieve 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.



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Person Specification - Head of Sixth Form

	Essential
Experience	<ul style="list-style-type: none"> • Successful teaching of any subject up to A-Level. • Management experience including responsibility for monitoring the work of colleagues. • Appropriate experience in preparation for working within the broad areas identified in the job description.
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of current sixth form educational issues. • An understanding of the role of Head of Sixth Form. • Able to offer specific knowledge and understanding related to the areas identified within the job specification.
Skills, abilities, and attributes	<ul style="list-style-type: none"> • Ability to demonstrate being an outstanding classroom teacher. • The ability to motivate and lead a team of tutors. • Proven track record of examination success at GCSE and A Level. • High level of interpersonal skills. • Able to communicate effectively with, and command the confidence and respect of, students, parents/carers, teaching staff, SLT within the school as well as colleagues and external agencies. • Able to analyse and synthesise information. • The ability to form good working relationships with colleagues and students. • The ability to coach and mentor other teachers. • Able to work under pressure. • Good organisation and time management skills. • Confident user of ICT.
Personal qualities	<ul style="list-style-type: none"> • Commitment to comprehensive and inclusive education. • Willingness to learn, undertake training and share good practice with others • High expectations of staff and students. • High personal expectations and goals. • A commitment to continued professional development. • Imaginative and forward-looking. • Able to always maintain professional standards. • Commitment to Equal Opportunities.
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status. • Relevant Degree. • Evidence of continuing professional development.

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. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

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.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

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.

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, 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.