



# Hillcrest School & Sixth Form Centre

## Job Application Pack

### Assistant Headteacher - Development of Teaching & Learning

**L12 - L16**

*'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](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 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.



The Hillcrest approach to teaching and learning is underpinned by evidence-based research, and staff regularly engage in professional development in 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 want to provide outstanding support for our staff and students within a forward-thinking, hard-working school community.

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

*'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)

A company limited by guarantee and registered in England & Wales company number: 7744525



## Hillcrest School & Sixth Form Centre

### Assistant Headteacher - Development of Teaching & Learning

Full-Time/Permanent/Start Date: September 2025

Salary: L12-L16

Are you passionate about driving excellence in teaching and learning? Do you have the vision and leadership to inspire both staff and students? We are seeking an enthusiastic and dedicated **Assistant Headteacher – Development of Teaching and Learning** to join our new and dynamic leadership team.

**The Role:** As the **Assistant Headteacher – Development of Teaching and Learning**, you will work closely with senior leaders and staff to ensure that high-quality teaching is evident in all classrooms, and that professional development builds knowledge, motivates staff, and embeds practice, ensuring excellent outcomes for all students.



#### Key Responsibilities:

- Lead teaching and learning, ensuring it is informed by research evidence.
- Support and challenge teaching staff to continuously improve their practice.
- Foster a culture of collaboration, professional growth, and accountability across the school.
- Contribute to the strategic development of the school, as a key member of the leadership team.

#### We are looking for someone who:

- Has a proven track record of excellence in teaching and learning.
- Is an inspirational leader, with the ability to motivate and develop staff.
- Has a deep understanding of curriculum design and assessment for learning.
- Is passionate about the success and well-being of all our students.
- Is committed to professional development.

#### Why Join Us?

- Work in a vibrant and supportive environment with a clear vision for growth.
- Be part of an innovative leadership team that values collaboration and creativity.
- Have opportunities for professional development and career progression.
- Make a real difference to the lives and futures of all our students.



**Closing date for applications:** Monday 28<sup>th</sup> April 2025 at 12:00pm

**Interviews to be held on:** Wednesday, 7<sup>th</sup> May 2025

If you would like to visit the school on Wednesday, 9<sup>th</sup> April at 9:30 am, please email the Headteacher's PA: [cthompson@hillcrest.bham.sch.uk](mailto:cthompson@hillcrest.bham.sch.uk)

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

### Assistant Headteacher - Development of Teaching & Learning

#### Responsible to the Headteacher

All members of the senior leadership team (SLT) will:

- Work with the Headteacher and senior leadership team to lead a strong school culture for achieving excellence
- Play a significant role in determining the strategic direction and development of the school, supporting the Headteacher in creating a long-term vision and monitoring and evaluating the school's policies, practices, and targets on a day-to-day basis
- Take a significant lead in school improvement and staff development
- Ensure high visibility around the school throughout the day and at school events
- Deploy staff and resources efficiently and effectively
- Manage school accountability to various stakeholders, including governors and parents/carers
- As a member of SLT, undertake a full range of duties, including breaks, lunchtime, and end-of-school duties

#### Key Accountabilities

##### Strategic Leadership:

- Overall responsibility for the quality of teaching and learning, feedback and assessment, working closely with the senior leadership team
- Lead, train and empower staff to develop effective, high-quality teaching, learning and assessment practices
- Work to ensure the development of teaching, learning, and assessment remains research-driven
- Raise the standard of and be able to model high-quality teaching consistently
- Assist the leadership team in developing, implementing and monitoring the School Improvement Plan and evaluation of school effectiveness
- Lead on literacy

##### Leadership and Management:

- To lead and manage the professional development programme
- Line management of specific curriculum areas as directed by the Headteacher
- Ensure communication is transparent and consistent, and give regular updates on the development of teaching, learning and assessment
- Maintain high expectations of all staff and be prepared to challenge poor performance
- Work strategically with the senior leadership team, data manager and exams officer
- Support the leadership team in ensuring that safeguarding is of the highest priority, and that practice is aligned with school policy and procedures
- Coordinate and quality assure the extended learning provision across the school
- Coordinate The Brilliant Club, Scholars Programme and Aim Higher events
- Lead on the analysis of extra-curricular provision
- Attend and fully support school events

**Teaching and Learning:**

- Undertake a teaching commitment as directed by the Headteacher
- Provide leadership and direction for curriculum leaders to provide targeted and appropriate interventions for students with SEND to raise standards
- Ensure that information on student progress is used to improve teaching and learning
- To undertake relevant professional development to enhance knowledge

**Other Specific Duties:**

- To continue personal development as agreed.
- To engage actively in the staff appraisal process
- To undertake any other duty specified by STPCB not mentioned above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide visitors and telephone callers with a welcoming environment.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The post holder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education' and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the post holder's line manager.

The job description is current as of the date shown but may be changed by the headteacher, in consultation with you, to reflect or anticipate changes in the job commensurate with the grade and job title.

March 2025



## Person Specification

### Assistant Headteacher - Development of Teaching and Learning

	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant and successful teaching experience in KS3-KS5</li> <li>• Experience in teaching a wide range of abilities</li> <li>• Experience in leading a high-performing team</li> <li>• A proven track record of delivering results in a middle leadership setting</li> <li>• A proven track record in raising student achievement and outcomes</li> <li>• Experience in and a commitment to inclusive education</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A strong understanding of cognitive science and how students learn</li> <li>• A strong awareness of the latest pedagogical research and how best to translate that into effective practice</li> <li>• Knowledge and awareness of the Ofsted framework, particularly around developing teaching</li> <li>• Ability to coach colleagues to improve teaching</li> <li>• A thorough understanding of quality assurance</li> <li>• An understanding of how professional development contributes significantly to raising achievement</li> </ul>
<b>Skills, abilities and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills, including the ability to relate well to people on all levels</li> <li>• Ability to work effectively as a member of the leadership team, to show initiative and imagination, vision, and the ability to inspire others</li> <li>• Strong presentation skills</li> <li>• Effective and energetic in instigating and implementing change</li> <li>• Ability to maintain a high work rate and to manage a range of tasks and issues at the same time</li> <li>• Ability to work with all stakeholders</li> <li>• Ability to build effective professional relationships</li> <li>• Ability to motivate and monitor teams</li> <li>• Ability to prioritise and organise work</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High expectations of staff and students</li> <li>• High levels of emotional intelligence</li> <li>• Ambitious for the school and all students</li> <li>• High personal expectations and goals</li> <li>• A commitment to professional development</li> <li>• Imaginative and forward-looking</li> <li>• Able to always maintain professional standards</li> <li>• Presence with staff, students, and parents/carers</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>