



Hillcrest School & Sixth Form Centre

Job Application Pack

Head of Year/College Leader (Pastoral)

2 x Non-teaching posts

To start in September 2020

'Students' conduct is excellent. Around the school and in lessons, students are courteous and confident.'

'Strong ambition for improving outcomes for all students has led to good examination results.'

(Ofsted, July 2017).





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
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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 one-day short inspection in July 2017 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 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 technologies 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 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



Hillcrest School & Sixth Form Centre

Advert – Head of Year/College Leader (Pastoral)

2 x Non-teaching posts

To start September 2020

36.5 hours per week, **Term Time Only**

Salary: Grade 4 (Full time £26,999 rising to £33,799)
(Actual Part-time starting salary is **approx.** £23,614 rising to £29,562)

We are seeking to appoint 2 experienced and highly effective members of staff to join our pastoral team to manage students in a specific year group and lead a team of form tutors.

The successful candidate will:-

- be a highly organised, efficient and motivated person who has excellent communication skills.
- have experience of working with young people in a professional capacity.
- be able to engage professionally with staff, students, parents and external providers.
- have a professional and friendly approach.
- be an excellent team player with the highest expectations of themselves and the other staff within their team.



Closing date for applications: Friday 5th June
2020 at 12noon

Interviews to be held on: Wednesday 17th
June 2020

Please note that appointment is subject to enhanced DBS, medical and reference checks. Hillcrest School is committed to Equal Opportunities and to safeguarding and promoting the welfare of its students'

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 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.

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: enquiry@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. An enhanced DBS check is required for all successful candidates.



Hillcrest School & Sixth Form Centre

Job Description

Job title:	Head of Year/College Leader (Non-teaching)
Department / Location:	Pastoral/Safeguarding
Accountable to:	Deputy Headteacher (Pastoral)
Salary Grade / Range:	Grade 4

Job Purpose

To lead a team of tutors in the welfare and guidance of students, provide effective strategies to ensure their personal and academic progress and tackle all aspects of under-achievement (academic, attendance, punctuality, behaviour) in their year group

Role Responsibilities

Specific Responsibilities

- Provide effective and professional leadership to the team of tutors in the allocated year group
- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety
- Monitor the attendance of students and liaise with Deputy Headteacher (Pastoral), SENDCO, Safeguarding Team and Educational Welfare Officer to implement appropriate strategies to improve individual and year group attendance and punctuality rates.
- Develop systems to track the behaviour of students and liaise closely with the Deputy Headteacher (Pastoral), SENDCO, Safeguarding Team, Curriculum Learning Managers and tutors to implement appropriate intervention strategies to improve individual attitudes to learning (ie – Pastoral Support Plans)
- Monitor and supervise student behaviour out of lessons, ie – break, lunch, drive duty, room 35, after school bus stop and movement of students between lessons.
- Work closely with the Deputy Headteacher (Pastoral), SENDCO and Curriculum Learning Managers to monitor the academic progress of students and prepare appropriate intervention strategies to tackle under-achievement for all sub-groups (SEND, G&T, EAL, FSM, PP)
- Undertake Achievement Walks to monitor behaviour and engagement in lessons.
- Prepare data for form tutors and establish data tracking systems to ensure tutors can effectively monitor the progress of students in each form group.
- Co-ordinate the Three Houses programme to direct form tutors to have weekly meetings with targeted students to review attendance, punctuality, behaviour and homework targets.

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action. In addition, to meet with parents/carers to discuss concerns about attendance, behaviour, homework, as well as contacting parents to celebrate their child's progress and achievements.
- Respond to and take steps to resolve relationship issues between students and protect their emotional well-being.
- Contribute to safeguarding provision by representing the school at Early Help / My Family Plan meetings as required.
- Lead year group team meetings in a professional manner, ensuring agendas are sent to team members in advance, relevant documentation is prepared prior to the meetings and minutes are completed and shared with tutors, SENDCO, Leadership Links and Deputy Headteacher (Pastoral)
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions and reviewing the progress of new students on a weekly basis, during their first five week at school, to ensure they have settled into school and address any concerns raised.
- Plan and deliver year group assemblies in line with the agreed 'Theme of the Week'
- Plan and deliver behaviour management, emotional well-being and/or self-esteem workshops to targeted students in the specific year group and across other year groups (as required)
- Complete College Leader reports as part of the annual student report sent home to parents.
- Maintain up to date records on CPOMS regarding both individual students and the implementation of whole school safeguarding and behaviour policies
- Complete and evaluate an annual College Development Plan to review the impact of interventions on year group attendance, punctuality, attendance and homework rates.
- Co-ordinate student prefect team meetings on a fortnightly basis

Communication

- Ensuring effective communication between all staff regarding identified students and between school and home
- Communicating daily with Deputy Head Pastoral and/or other teaching staff regarding concerns relating to students
- To work with members of the safeguarding team to identify and support students who require welfare and emotional support

General Duties and Responsibilities

- To promote and safeguard the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the concept of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and relevant parent's evening.
To be responsible for weekly submission of own timelog.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.



Hillcrest School & Sixth Form Centre

Person Specification

Job title:	Head of Year/College Leader (Non-teaching)
Department / Location:	Pastoral/Safeguarding
Accountable to:	Deputy Headteacher (Pastoral)
Salary Grade / Range:	Grade 4
	Essential Criteria
Knowledge/ Experience	<ul style="list-style-type: none"> • Experience of working with young people in an education setting • Experience of providing pastoral support to young people in an education setting or similar professional environment. • Experience in meeting the needs of children and young people, particularly vulnerable or disadvantaged children. • Experience of working with and leading colleagues in highly effective teams. • Experience of supporting and promoting student welfare and emotional well-being • Knowledge and experience of implementing behaviour management techniques • Knowledge of current educational issues and the impact on school provision
Skills and Abilities	<ul style="list-style-type: none"> • Positive and caring approach to students • To have high academic, social and behavioural expectations of students • Able to be a team player and a team leader • Ability to develop strong working relationships with staff, students, parents/carers and external agencies • Exceptional planning and organisation skills with a high level of accuracy. • Able to work to tight deadlines within and to work flexibly, reprioritising work as required to meet school's needs. • Ability to keep calm under pressure. • Outstanding interpersonal skills. • Ability to demonstrate a flexible "can do" approach. • Ability to lead by example. • Skills and confidence to coach and mentor staff and tackle underperformance. • To have strong awareness of professionalism and confidentiality.
Education and Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths (grades A*-C) or equivalent. • Evidence of continuing professional development.
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET/parent's evenings/school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, GDPR/Data Protection and Confidentiality within the school environment.