



Sutton Coldfield Grammar School for Girls

Application Pack for Assistant Head of Sixth Form

Start date: **September 2025**

Closing date for applications: **9.30 am on Thursday 20th March 2025**

Interview date: **Monday 31st March 2025**

Permanent Post, Full-time
Salary Range: Teachers' Main Pay Range or Upper Pay Range
plus TLR 2B (£5,645)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in the post of Assistant Head of Sixth Form at Sutton Coldfield Grammar School for Girls. We are seeking to appoint a proactive team player to join our successful Sixth Form team. The successful applicant will lead the support and development of students' academic and personal progress across a Year 12 or 13 cohort, promote the highest standards of student behaviour, and instigate strategies to support the welfare and wellbeing of students. The post is open to enthusiastic, talented teachers, dedicated to providing excellent student development through the role of Form Tutor or other additional responsibilities. We do not have preference for a particular teaching subject area and will provide the appropriate support and training for the successful candidate.

From September, our Sixth Form team will be comprised of our new Assistant Headteacher: Head of Sixth Form, two Assistant Heads of Sixth Form (Heads of Year 12 / 13), supported by our Sixth Form Administrator and teaching staff with additional responsibilities, including UCAS Early Applications and EPQ. There are over 1200 students in the school, including 316 students in our Sixth Form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. We provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses; we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

These are exciting times for the school; we have fantastic results, and we continue to reflect on ways we can improve and support students to make further progress and realise their ambitions.

	GCSE Grades 9/8	GCSE Grades 9/7	Progress 8	A-Level Grades A*/ A	A-Level Grades A*/ B
August 2024	66%	86%	1.04	51%	73%
August 2023	61%	83%	0.94	56%	83%

We are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions are included in most staff meetings, and these are led by a variety of colleagues. We are informed by educational research; this year we are focussed on increasing student engagement and participation by developing our questioning, using positive language and modelling constructive responses to mistakes. We are continuing to refine our approach to assessment, monitoring and intervention and are embedding the VESPA approach within our Sixth Form. Growth mindset strategies and character development are central to our day-to-day activities as we continue to enhance our practices whilst maintaining staff and student well-being.

Please visit our [website](#) to find out more about life in our Sixth Form and discover the opportunities we offer. This link to [our Spring 1 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls; we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description - Assistant Head of Sixth Form

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Assistant Headteacher: Head of Sixth Form

Job Purpose

- To support sixth form students to develop their growth mindset.
- To lead the support and development of students' academic and personal progress across a year group. Liaise with parents/carers, celebrate achievement and, where needed, instigate support strategies, promoting the welfare and wellbeing of students and the highest standards of student behaviour, conduct and attitudes.

Leadership and management

- Empower form tutors: Lead and manage a team of form tutors to ensure consistent excellent practice; maintain records/information in line with school policies; ensure that the appropriate provision is in place when tutors in the year group are absent; provide update with year group issues and lead a weekly pastoral briefing for your team of form tutors as part of directed time.
- Respond to data provided by the Data Manager to monitor the progress of students in the year group. Use this to celebrate student successes and ensure support as necessary. Promote positive reinforcement, such as regular rewards assemblies, contact home and celebration events.
- Promote the highest standards of student behaviour, conduct and attitudes.
- Promote the welfare and wellbeing of students in the year group.
- Liaise with support staff to signpost students to support paths and maintain records / information in line with school policies.
- Work with the SLT Link for Personal Development and Careers Lead, to support Unifrog and the development of the PD programme for the year group. Liaise with other Year Heads and Form Tutors with regards to PD, in order to share good practice.
- Work effectively with the SENCO and support staff to ensure SEND strategies are consistently implemented, attending meetings as necessary.
- Ensure that Form Tutors and the SLT Link are kept informed of issues regarding the year group.
- Contribute to whole school self-review and the school development plan as appropriate.
- Contribute to relevant whole school training.
- Lead regular assemblies for the year group.

Student guidance, behaviour and support

- Actively participate in pastoral team meetings to develop personalised interventions for students to develop aspects of their character e.g. resilience, self-esteem, courage.
- Support consistency in the application of the Sixth Form Code of Conduct, promoting the highest standards of student behaviour, conduct, attitudes, attendance and punctuality.
- Develop pastoral support plans for identified students.
- Develop and follow the Sixth Form VESPA intervention programme to offer support and also track the impact of intervention(s).
- Liaise with external agencies as appropriate under the guidance of the Deputy Headteacher: Student and Staff Development and/or SENCO.
- Liaise with the DSL Team on child protection matters.
- Prevent bullying and support victims of bullying in line with school policy and procedures.
- Respond speedily to parental communication and meet with parents/carers when necessary.
- Maintain accurate summaries of communications regarding students.

Job Description - Assistant Head of Sixth Form

Additional Duties: Sixth Form

- Be a member of the Sixth Form Leadership Team.
- Support the Assistant Headteacher: Head of Sixth Form in enhancing the recruitment and retention of sixth form students through the organisation of sixth form events and other opportunities to inform, promote and celebrate our sixth form offer.
- Lead the transition programme or UCAS programme as relevant to the year group with support from the Assistant Headteacher: Head of Sixth Form.
- Contribute to Induction Day/Information Evening activities, as appropriate.
- Contribute to and attend meetings/events relevant to the sixth form, as appropriate; e.g. Year 12 and 13 Progress Evenings, Information Evenings, GCSE Results Day and Presentation Events.
- Manage and/or support school events lead by the sixth form, working with the Enrichment Coordinator and other staff.
- Manage opportunities for students to participate in and lead clubs, activities and societies.
- Develop the Sixth Form student leadership by working with the Assistant Headteacher: Personal Development and Careers Lead.
- Liaise with external agencies as appropriate under the guidance of the Assistant Headteacher: Student Support and Welfare to develop opportunities for students.
- Support post-18 applications, including the UCAS process, apprenticeships and work with the Early Entry University Applications Coordinator.

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



Person Specification - Assistant Head of Sixth Form

Qualifications, Knowledge & Experience	<ul style="list-style-type: none">• Good honours degree in a relevant subject area and a love of the subject.• Qualified teacher status (and NQT/ ECT induction successfully completed), with success in teaching to A level standard.• Knowledge and sound understanding of safeguarding legislation and procedures.
Skills	<ul style="list-style-type: none">• An excellent classroom teacher, who can demonstrate high levels of expertise in assessment for learning, differentiation and meeting the needs of every student.• Ability to demonstrate clear exposition, low stakes assessment, retrieval practice and providing feedback.• Willingness to learn and use Microsoft Teams.• Committed to raising standards for all students, in pursuit of excellence.• Ability to communicate effectively, verbally and in writing, with a range of audiences.• Excellent interpersonal and influencing skills with the ability to work calmly and effectively under pressure.• Ability to engage with and motivate young people especially very able individuals.• Strong reasoning skills and the ability to make considered decisions.• Emotional resilience in working with challenging behaviours and attitudes.• Ability to monitor and evaluate own and others work, acknowledging excellence and challenging poor performance.• A considerable work rate and high degree of administrative efficiency, with strong attention to detail.
Personal Qualities	<ul style="list-style-type: none">• Evidence of excellent relationships with young people and adults.• Reliability, honesty and personal integrity.• Proactive, self-motivated and able to work on own initiative.• Commitment to the ethos of Sutton Coldfield Grammar School for Girls.



How to apply

To apply for the post of Assistant Headteacher: Head of Sixth Form at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. Explain your reasons for applying for this post
2. Address the requirements of the job description and person specification to outline your professional experiences, skills, and strengths and how they are suited to the demands of this role.

The application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk for the attention of Dr Barbara Minards, Headteacher.

Closing date for applications: 9.30am on Thursday 20th March 2025

Interview date: Monday 31st March 2025

If you would like to arrange an informal visit prior to the application deadline, or require clarification on any matters regarding this vacancy, please telephone our HR team, Alison Forshaw or Allie Jones (0121 354 1479 ex 1236/1256) or email them at recruitment@suttcold.bham.sch.uk.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

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



Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

