



Hillcrest School & Sixth Form Centre

Job Application Pack

Assistant Headteacher (SENCO)

L10-14

*'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
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.



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 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 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

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Hillcrest School & Sixth Form Centre

Advert – Assistant Headteacher - SENCO

Full-Time/Permanent

Salary: L10-L14

Start Date: September 2023

Are you seeking an opportunity to develop your teaching skills in a great school?

We wish to appoint someone with commitment and ambition to lead our SEND department and join the school's leadership team.

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 Well-being 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: 18th April 2023 – 12 noon.

Interviews to be held on: 21st April 2023

Visits to the school are welcome: 27th March 2023

Please contact the school on 0121 464 3172 to 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: 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. 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.



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Person Specification – Assistant Headteacher - SENCO

	Essential
Experience	<ul style="list-style-type: none"> • Successful teaching experience in raising student achievement. • Successful experience of the SENCo role in a secondary school. • Extensive knowledge and experience of SEND legislation and practice. • Experience in and commitment to comprehensive education. • Evidence of continuing professional development relevant to the SENCO role or willingness to undertake this training. • Experience in developing others. • Experience in holding staff to account for standards. • Experience in dealing with safeguarding issues within a school setting.
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge and understanding of national priorities, current curriculum development and an ability to design and implement an innovative curriculum based on students' needs. • Knowledge and understanding of the SEND code of practice and other relevant legislation. • A thorough understanding of quality assurance techniques. • An appreciation of student motivation. • An understanding of how professional development contributes to the raising of quality.
Skills, abilities and attributes	<ul style="list-style-type: none"> • Excellent classroom teaching. • Strong presentation skills. • Ability to work with all stakeholders. • Ability to build effective professional relationships. • Ability to motivate and monitor a team. • Ability to prioritize and organize own work. • Ability to delegate appropriately and empower others.
Personal qualities	<ul style="list-style-type: none"> • High expectations of staff and students. • High levels of emotional intelligence. • Ambitious for the school and for all students. • High personal expectations and goals. • A commitment to continued professional development. • Imaginative and forward-looking. • Able to always maintain professional standards. • Presence with staff, students, and parents/carers. • Commitment to Equal Opportunities.
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status. • Relevant Degree. • Evidence of continuing professional development.



Job Description and Specific Responsibilities – Assistant Headteacher – SENCO

Responsible to Headteacher

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

- Assist the Headteacher in ensuring the highest possible educational standards in the school and creating an ethos and culture based on high expectations and where all students and staff feel valued.
- Play a key role in 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.
- Ensure high visibility around the school throughout the school day and at school events.
- Deploy staff and resources efficiently and effectively.
- Manage school accountability to various audiences, including governors, parents/carers, and stakeholders.
- As a member of SLT, to undertake a full range of duties, including break, lunchtime and end-of-school duties.

Key Accountabilities

Strategic Leadership:

- To ensure the school practice complies with the SEND Code of Practice (2014) and all other relevant statutory requirements.
- To work with all relevant stakeholders to ensure an ethos of inclusion within the school.
- To ensure that there is a culture of high expectations and aspirations for students with SEND.
- To ensure the school's SEND policy is implemented.
- To role model quality first teaching in your own practice and ensure that it is embedded throughout the school.
- To undertake and maintain safeguarding training and to work with the DSL and other safeguarding leads where necessary.
- To maintain accurate and up-to-date information concerning the SEND department on the management information system.
- To lead reading development for students with SEND and the school's bottom 20% of readers.
- To accurately identify students with SEND across the school through a rigorous assessment procedure.
- Track the progress of SEND students through a range of data.
- In consultation with the leadership team, to provide a programme of professional development regarding SEND that ensures all staff have the knowledge, skills and understanding to plan to teach and learn effectively, enabling students with SEND to make expected progress.
- To write a termly report to the Governing body on progress and developments.
- To ensure that the school carries out its statutory responsibilities regarding students with EHCPs.
- To ensure exam access arrangements are in place, including the assessment of need.

- To ensure that the website is up to date with all relevant statements and information regarding statutory requirements.

Leadership and Management:

- Establish clear expectations and constructive working relationships among staff.
- Lead the department and the deployment of the TA team to ensure the effective impact on students with SEND.
- Ensure that all staff understand their role in taking collective responsibility for students with SEND.
- Maintain high expectations of all staff and be prepared to challenge poor performance.
- Act as a line manager to a designated subject area(s), supporting as appropriate and aiding the development of key documentation and policy implementation.
- Work strategically with the SLT, data manager and exams officer.

Develop and manage systems in school which ensure students with SEND are supported appropriately, including:

- Provision mapping, which builds in aspiration.
- Close liaison with parents/carers/staff and outside agencies to ensure a consistent and collaborative approach.
- Effective transition between phases, including effective links with primary schools and colleges.
- Clear entry and exit criteria for the SEND register.

Teaching and Learning:

- Play a major role in securing outstanding classroom practice across the school.
- Provide leadership and direction for middle leaders (curriculum and achievement) to enable them to provide targeted and appropriate intervention for students with SEND to raise standards at KS3, 4 & 5.
- Ensure that information on student progress is used to improve teaching and learning.
- To have an overview of areas of underachievement in the school and identify learning barriers that may affect achievement for students with SEND>
- To deliver whole class and small group teaching as required.

Other Specific Duties:

- To continue personal development as agreed.
- To engage actively in the performance review 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: 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. Copies of the above procedure and information can be obtained from the post holder's line manager.

The job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
March 2023

Signed:

Printed:

Date: