



Sutton Coldfield Grammar School for Girls

Application Pack for
Assistant Headteacher: Teaching and Learning

Start date: **September 2025**

Closing date for applications: **9.30 am on Monday 24th March 2025**

First Interview: **Thursday 3rd / Friday 4th April 2025**

Second Interview: **Wednesday 9th April 2025**

Permanent Post, Full time or 0.8 fte
Salary Range: Leadership Scale points 12 - 16

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

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Dear colleague,

Thank you for your interest in the post of Assistant Headteacher: Teaching and Learning at Sutton Coldfield Grammar School for Girls. We are looking to appoint someone to join our Senior Leadership Team; a team player who has high expectations of themselves, colleagues and students with the energy and determination to make a difference. The successful candidate will be strategic, reflective and positive; an excellent classroom practitioner; someone who motivates and inspires confidence; a clear communicator who is collaborative and builds strong relationships. We welcome applications from inspirational teachers currently in a middle or senior leadership role, with a proven track record of curriculum leadership experience. We do not have any preference regarding your subject specialism.

This is an exciting time to join us. 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. We are currently planning a new two-storey building to add to our existing excellent facilities to enhance the provision for our Sixth Form students, invest in creative arts spaces and provide additional classrooms.

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.

You do not need previous experience of a grammar school setting (as a leader, teacher or a student). Our staff have a range of teaching backgrounds with many coming from co-educational and/or comprehensive settings. This is a really supportive and happy environment in which teaching and support staff work together to provide students with a high quality, broad and balanced education.

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 Headteacher: Teaching and Learning

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: Headteacher

Job Purpose

To lead staff in ensuring high quality teaching and learning is provided throughout Years 7-13.

Key Responsibilities in Teaching and Learning

- Support teachers to create environments which allow students to focus on learning.
- Act as a source of advice and guidance to classroom-based staff on matters relating to T&L.
- Design and present teaching and learning INSET, seek out and share T&L resources.
- Lead on effective use of IT and AI for T&L: develop use of existing packages including Microsoft Teams and research new resources.
- Work with the Deputy Headteacher: Curriculum and Assessment to lead HODs in ensuring the highest quality of education is delivered to all students.
- Develop and implement effective and efficient assessment and feedback strategies.
- Co-ordinate a calendar of work sampling, lesson observations and student voice. Collate findings, lead on disseminating feedback, identify and share best practice.
- Provide individual support for teachers: both informal and formal when needed.
- Stay up to date with appropriate research on effective teaching (e.g. via Chartered College of Teaching) and lead on how to implement at SCGSG.
- Develop and lead action research projects with support from other members of staff, sharing feedback with SLT and wider staff when appropriate.
- Organise and lead Teacher Learning Communities to support staff development, working with external providers where appropriate. (eg. Evidence Based Education).
- Work with Deputy Headteacher: Staff and Student Development to ensure teaching staff are accessing appropriate CPD and support to develop teaching and learning skills.
- As the school's ECF Induction Tutor and ITT Professional Tutor, provide support for trainees, ECTs and subject mentors, carry out regular observations and feedback discussions, and submit and complete required documentation to the relevant institutions.
- Attend and contribute to termly Sutton Coldfield secondary school consortium T&L meetings.
- Work with the SENDCo, providing guidance in the provision of SEND provision within school. Line manage and support the Librarian and Learning Support Mentors.
- Keep up to date and disseminate DfE and government guidance that informs Teaching and Learning and supports staff workload.

General responsibilities of the Senior Leadership Team

- Contribute to the strategic vision, leadership and direction of the school and communicate these to the school community and stakeholders.
- Help maintain the safe and productive learning environment that is engaging and fulfilling for all students and staff.
- Promote excellence, equality of opportunity and high expectations of all students and staff.
- Contribute to the school culture which reflects and celebrates the diversity of the school's intake.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.



Job Description - Assistant Headteacher: Teaching and Learning

- Lead by example by regularly reviewing own practice and performance against targets and take responsibility for own professional development.
- Recognise and celebrate the achievement of individuals and teams.
- Encourage staff to continue to maintain their own wellbeing.
- Monitor and lead teaching and learning through our Quality Assurance processes.
- Following collation of monitoring information, implement appropriate actions and support where needed.
- Contribute to the ongoing planning, updating and evaluation of the school development plan.
- Contribute to the design and delivery of high-quality INSET.
- Effectively manage resources and control allocated budgets.
- Ensure that the relevant school policies and procedures are in place and routinely updated.
- Report to Governors, attend the relevant committee meetings and meet link governor(s) as required.
- Maintain and develop links with a variety of stakeholders: parents, carers, alumni and the local community.
- Keep up to date with statutory and best practice guidance, current educational issues and pedagogy.
- Share effective practice by collaborating with other schools, both locally and nationally.
- Line manage identified middle leaders and support staff.
- Provide the SLT link to nominated year group and departments.
- Attend and support school events (entrance test, open evenings, concerts, progress evenings, results days).
- Carry out day-to-day management, organisation and administration.

Person Specification

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young persons and the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

	Qualifications, Knowledge and Competencies	Method of Assessment
Qualifications and CPD record	<ul style="list-style-type: none"> • Good honours degree. • Qualified Teacher Status. • Substantial successful teaching experience in 11-18 education. • Significant senior or middle leadership experience, such as Head of Department with a track record of successfully implementing change with a positive impact on teaching and learning, staff and student performance. • Proven skills and experience in strategic leadership. • Continuous professional development relevant to furthering the quality of Teaching and Learning. 	Applicant's certificates, application form and interview
Personal attributes, qualities, skills and knowledge	<ul style="list-style-type: none"> • Positive and approachable with a commitment to equal opportunities and high achievement. • Shares the school's values. • Demonstrates integrity and consistency of judgement. • Ability to communicate effectively and inspirationally with students, parents/carers, staff, governors and the wider community. • Ability to lead by example with the highest professional standards. • Commitment to the continuous development of individuals and the school. • Ability to prioritise, plan and organise. • A commitment to being visible around the school. • Proven sound decision-making and problem-solving skills combined with the ability to lead and delegate. • Knowledge and understanding of the wider educational agenda, including national policies and future directions. • Believes in teamwork. • Can articulate a vision and demonstrate attention to detail. • Demonstrates energy and commitment in school leadership. • Is innovative and has the intellect to initiate and manage change. 	Professional references, application form and Interview
Safeguarding	<ul style="list-style-type: none"> • Commitment to providing a safe and secure environment for all students. 	Letter of application and interview

Accountability and governance	<ul style="list-style-type: none"> • Work with the Governing Board, meeting with link governors and providing information to enable it to meet its responsibilities when required. • Work with members of the Senior Leadership Team who attend sub-committee meetings of the Governing Board. 	Professional references, application form and Interview
Teaching and Learning	<ul style="list-style-type: none"> • Evidence of being a role-model with regards to teaching and learning whilst in a middle or senior leadership role. • Ability to monitor and evaluate performance to improve the quality of teaching and learning. • Experience of managing and developing teaching and learning within Years 7-13. • Ability to lead the development of digital literacy initiatives for both students and staff, including the latest advancements in AI to enhance teaching, learning and communication. • Evidence of raising educational standards and outcomes. • Evidence of providing vision, sense of purpose and the highest aspirations for all students. • An understanding of maximising learning for all groups of students eg Pupil Premium, 16-19 Bursary, SEND and English as an additional language. 	Professional references, application form and Interview
Working with and developing staff	<ul style="list-style-type: none"> • A track record of leading, managing and inspiring staff. • A role model with a professional approach that demands excellence and commands the confidence, trust and respect of the school and wider community. • Experience of staff development to raise standards and promote equality, diversity and to maximise opportunities for students. • Ability to inspire and maintain high morale and address issues in the context of persistently pursuing accountability. 	Professional references, application form and Interview
Leadership and Management of the School	<ul style="list-style-type: none"> • Experience of self-evaluation and development planning for a department or curriculum area. • A strong track record of implementing and managing aspects of school improvement. 	Professional references, application form and Interview



How to apply

To apply for the post of Assistant Headteacher: Teaching and Learning 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 Monday 24th March 2025

First Interview: Thursday 3rd /Friday 4th April 2025

Second Interview: Wednesday 9th April 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. An online psychometric assessment will form part of the selection process and be forwarded to all long-listed candidates on Wednesday 26th March 2025, for completion by Friday 28th March 2025.

References

It is our practice to take up references before interview. If you would prefer us not to do so unless you are long listed, please indicate this clearly in your application. 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.



Interview Expenses

We will reimburse your interview expenses, including reasonable travel and accommodation costs. We would also be happy to book accommodation for you should it be required.

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.

