



Sutton Coldfield Grammar School for Girls

Application Pack for Assistant Headteacher - Teaching and Learning

Start date: **January 2020**

Closing date for applications: **9:30am on Monday 30th September 2019**

Interviews to be held: **Tuesday 8th and Wednesday 9th October 2019**

This is a permanent, full time post

Salary Range: Leadership Scale, points 12-16

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

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twitter.com/suttcold | facebook.com/suttcold | www.suttcold.bham.sch.uk

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 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.

Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual student will be encouraged to be aspirational, prepared for their future and inspired to make a difference. We strive for this through providing consistently high quality teaching which focuses on learning and furthering understanding. 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. Students are encouraged to embrace challenges, apply their knowledge, and build their resilience and independence. This year we are focusing on developing sixth formers' non-cognitive skills using the VESPA model (A-level mindset by Oakes & Griffin).

There is strong pastoral support and, alongside the individual care given to students, there is an increasing focus on a proactive approach to wellbeing. Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and PSHE programme we build an understanding, kind and respectful ethos.

The wide variety of extra-curricular activities on offer at Sutton Girls enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DoF, STEM and various student led clubs and activities; and many residential trips, including CERN and World Challenge visits to Africa and China. We have recently re-launched ski trips, the first of which was to the USA during February half term.

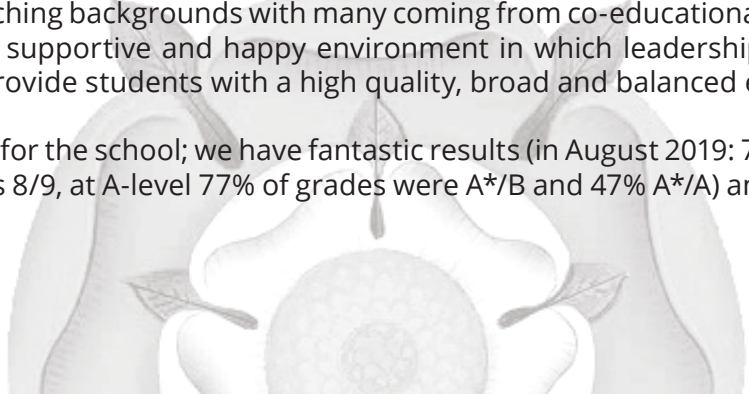
Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. We have a six form entry and there are over 1100 students in the school, including 240 students in our Sixth Form. We continue to be oversubscribed at Year 7 and many students choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained; these include recently refurbished science laboratories, new classroom block and multi-purpose social space, sports hall and library.

In the senior leadership team there are currently two Deputy Headteachers, two Assistant Headteachers and a Finance and Operations Director. We want to add to our team and are looking for a colleague who will share our positive, hardworking ethos. We seek someone who will enhance the team; a collaborator who not only excels in their own specialist areas, but is willing to help out staff and students whenever needed and continues to be committed to their own professional development.

We do not have any preference regarding your subject specialism. With the exception of our F&O Director, all of our senior leadership team have a teaching commitment because we want to continue to be role models; enjoy teaching our subject, sharing our enthusiasm as well as our knowledge with students, being asked thought provoking questions by students and having time to discuss pedagogy with colleagues.

You do not need previous experience of a grammar school setting (either as a 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 leadership, 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 (in August 2019: 74% of GCSE grades were 7-9 and 51% were grades 8/9, at A-level 77% of grades were A*/B and 47% A*/A) and we continue to reflect



on ways we can improve. We have embedded teaching and learning sessions into our staff meetings: led by a variety of colleagues, the work of the Educational Research Group is shared with the whole teaching staff as we refine and develop our current practice. We continue putting growth mindset strategies into our day to day activities and looking for ways to maintain and develop staff and student well-being.

This link (<https://www.suttcold.bham.sch.uk/newsletters>) is to our most recent newsletter which will give you more of a flavour of what is going on within school. Having joined the school in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by all colleagues.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B Minards', written in a cursive style.

Dr B. Minards
Headteacher



Job Description - Assistant Headteacher: Teaching and Learning

Key responsibilities in Leading Teaching and Learning (T&L)

- Lead staff in ensuring high quality teaching and learning is provided throughout Years 7-13.
- Design and present teaching and learning INSET, seek out and share T&L resources.
- Act as a source of advice and guidance to classroom-based staff on matters relating to T&L.
- Provide individual support for teachers: both informal and formal when needed.
- Continue to develop the peer observation scheme.
- Co-ordinate the calendared work trawls and learning walks. Collate findings, lead on disseminating feedback, identify and share best practice.
- Work with Deputy Headteacher: Curriculum and Data and HODs to ensure the highest quality of education is delivered to all students.
- Develop and implement effective and efficient assessment and feedback strategies.
- Lead on effective use of IT for T&L: develop use of existing packages and research new resources.
- Co-ordinate skills days for Years 7-9 (one non-timetable day for each year group).
- Support teachers to create environments which allow students to focus on learning.
- Research current best practice (e.g. via Chartered College of Teaching) and decide how best to implement at SCGSG when appropriate.
- Develop and lead action research projects with support from other members of staff, sharing feedback with SLT and wider staff when appropriate.
- Lead the termly Educational Research Group meetings.
- Attend and contribute to termly Sutton Coldfield secondary school consortium T&L meetings.

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.
- Maintain the safe and productive learning environment that is engaging and fulfilling for all students.
- 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.
- 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 teaching and learning through learning walks, work trawls and student voice.
- 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.
- Carry out day-to-day management, organisation and administration.

The Assistant Headteacher may be asked to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually. In addition, it may be amended at any time after consultation with the postholder.

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 middle leadership experience, such as Head of Department or Head of Year with a track record of successfully implementing change with a positive impact on teaching and learning, staff and/or 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 • Share 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 • Have 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"> • To 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 regard to teaching and learning whilst in a middle leadership role • Ability to monitor and evaluate performance in order to improve the quality of teaching and learning • Experience of managing and developing pastoral and/or wellbeing provision within Years 7-13 • 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 e.g. Pupil Premium, 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 • Inspire and maintain high morale, address issues and resolve conflict by applying skills of arbitration 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 department or Year group/Key Stage development planning • A strong track record of implimenting and managing aspects of school improvement 	Professional references, Application form and Interview





Living and working in the local area

Sutton Coldfield, also known as the Royal Town of Sutton Coldfield, is a suburb of Birmingham. Largely a residential area, there are many shopping areas and green spaces, including the 2,000 acres of Sutton Park. Sutton Coldfield has a direct rail link to Birmingham City centre and is also ideally placed for accessing road networks.

Birmingham has a diverse community and is a vibrant, multicultural and exciting place to live and work. The Symphony Hall is considered one of the greatest concert venues in the world and a fitting home for the globally respected City of Birmingham Symphony Orchestra. The Hippodrome Theatre is home to the internationally renowned Birmingham Royal Ballet. Birmingham Library houses a collection of one million books; and also has more than 200 public access computers, theatres, an exhibition gallery and music rooms, making this the largest library in Europe.

Birmingham Museum and Art Gallery houses the world's finest collection of Pre-Raphaelite paintings, alongside a major collection of Old Masters, Modern and Contemporary pictures. The restored Gas Hall Gallery has international touring exhibitions, while the Halcyon and Ikon galleries feature innovative contemporary works. The city also boasts some picturesque escapes, such as Sarehole Mill, a Grade II listed water mill in Hall Green, which inspired 'The Hobbit' and 'The Lord of The Rings'. National landmark sites abound, including the National Exhibition Centre, National Motorcycle Museum, National Car Heritage Museum, and the National Sealife Centre.

Grand Central is one of the largest dedicated shopping facilities in Europe. Sports and recreation are also well served; the city offers international Test cricket, top-flight football, athletics, tennis, international championship golf and top-class rugby. The city is also home to over 200 restaurants, serving up 27 different kinds of cuisine and has more Michelin-starred restaurants than any other English city outside London.

The West Midlands is within easy reach of some of the UK's top beauty spots. Wales – home to the Brecon Beacons and Snowdonia national parks – lies to the west, the Peak District National Park to the north, and the Cotswolds to the south.

How to apply

To apply for the post of Deputy Headteacher – Student and Staff Development 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 and 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 or sent to Dr Barbara Minards, Headteacher, Sutton Coldfield Grammar School for Girls, Jockey Road, Sutton Coldfield, B73 5PT.

Closing date for applications:

9.30am on Monday 30th September 2019

Interview dates:

Tuesday 8th October 2019 (long-listed candidates)

Wednesday 9th October 2019 (short-listed candidates)

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 Mrs Alison Forshaw, HR Manager, on 0121 354 1479 (ex 251) or email her on 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.

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. The successful applicant will be required to undergo Enhanced Disclosure clearance from the Disclosure Barring Service.

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.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This is a non-smoking site.

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: Mrs D. L. Long

If this person is not available please contact

Deputy DSL/SPOC: **Mrs L. Vincent**
 Ms S. Harper
 Mrs L. Neal

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

