



Hillcrest School & Sixth Form Centre

Job Application Pack

Teacher of Computer Science and Business Studies- 0.8FTE

With the option of the responsibility for Work Related Learning (TLR- £2,266)

'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
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 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 staff committed to delivering quality education to all our students.

If you want to provide outstanding learning opportunities for 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

'Pupils' conduct is excellent. Around the School and in lessons, pupils are courteous and confident.'
'Strong ambition for improving outcomes for all pupils has led to good examination results.'
(Ofsted 2017)



Hillcrest School & Sixth Form Centre

Advert – Teacher of Computer Science and Business Studies

Please note the responsibility for the Work Related Learning is optional

Part Time 0.8FTE /Permanent

Salary: MPS/UPS depending on experience (Optional TLR £2,266)

Start Date: September 2020

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

We wish to appoint someone with commitment and the ambition to be a great Computer Science and Business Studies Teacher.

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 NQTs including membership of the Oaks Collegiate
- “ Excellent opportunities for promotion

The successful applicant will join a team of strong practitioners who work together to inspire students to succeed. Outside of the department you will have the opportunity to work with other Heads of Departments through the Oaks Collegiate, a local partnership of schools. 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: 12:00pm on Wednesday 26th February 2020

Interviews to be held on: Friday 6th March 2020

Visits to the school are welcome:

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. An enhanced DBS check is required for all successful candidates.



Hillcrest School & Sixth Form Centre

Job Description – Teacher of Computer Science and Business Studies

Responsible to: Head of Department/Senior Leadership Team Line Manager

Purpose:

To inspire students through high quality teaching and a love of the subject. The teacher of Computer Science and Business Studies will be responsible for monitoring and supporting the overall progress and development of students as both a teacher and form tutor. It is expected that the teacher of Computer Science and Business Studies will support the Head of Department in striving to raise standards of student progress.

Teaching and Learning:

- Assess students work systematically and use the results to inform future planning and teaching.
- To comply with the school's assessment, recording and reporting policies and procedures.
- Plan and prepare lessons to ensure continuity and progression.
- Ensure students are prepared for public examinations and all coursework and assessments are completed.
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
- To implement whole school teaching and learning initiatives.
- To promote the use of ICT within the department.
- Attend all CPD, as required.
- To develop pedagogical knowledge within the subject.

Whole School

- To participate in appropriate whole school activities that promote the work of the department.
- To contribute positively to further development work of the school.

Professional Standards

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, students and all members of the community, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the school through attendance at and participation in events such as open evenings, parent's evenings and school events.
- Support the ethos of the school by upholding the code of conduct, uniform rules, etc.

- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of his/her performance and that of other teachers.
- Reflect on own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.
- Read and adhere to the various policies of the school and implement school improvement plans.
- Participate in the development and management of the school by attending various team and staff meetings.
- Ensure that all deadlines are met as published in the school calendar.
- Be proactive and take responsibility for matters relating to health and safety.

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher or Governors to ensure the efficient and effective operation of the school.

This job description will be reviewed annually.



Hillcrest School & Sixth Form Centre

Person Specification – Teacher of Computer Science and Business Studies

	Essential
Experience	<ul style="list-style-type: none"> • Successful teaching of all aspects of Computer Science and Business to GCSE. • Experience of teaching full ability range.
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of current educational issues. • Able to offer specific knowledge and understanding related to the areas identified within the job specification. • Awareness of current issues and changes in the Computer Science and Business Studies curriculum.
Skills, abilities and attributes	<ul style="list-style-type: none"> • Ability to demonstrate that you are an outstanding classroom teacher. • Proven track record of examination success at GCSE. • High level of interpersonal skills. • Able to analyse and synthesise information. • The ability to form good working relationships with colleagues and students. • Able to work under pressure. • Good organisation and time management skills. • Confident user of ICT.
Personal qualities	<ul style="list-style-type: none"> • Commitment to comprehensive and inclusive education. • Willingness to learn, undertake training and share good practice with others. • High expectations of staff and students. • High personal expectations and goals. • A commitment to continued professional development. • Imaginative and forward looking. • Able to maintain professional standards at all times. • Commitment to Equal Opportunities.
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status. • Relevant Degree. • Evidence of continuing professional development.



Hillcrest School & Sixth Form Centre

Job Description –Work Related Learning Co-ordinator- TL22 - £2,266 (Optional)

Responsible to: Deputy Headteacher (Pastoral)

Responsible for:

Liaising with: Head/Deputies/Assistant heads, other Learning Managers, Student Support Services, Outside agencies and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA, staff, parents.

Purpose: Supporting the school's aims and policies through the effective leadership and management for the work related provision.

Leadership & Management

- To continually develop the subject through innovation and research.
- To establish a subject action plan in support of these aims and reviewing the impact of actions in the Work Related Learning/SEF.
- To ensure the status of the subject within the school and its unique contribution towards supporting the school's aims.

Curriculum and Teaching

- To monitor the quality of teaching and the learning of students in Work Related Learning through a range of quality assurance measures.
- To review, assess and develop Work Related Learning curriculum, teaching methods and resources.
- To work with colleagues to produce relevant schemes of work, lesson plans, resources and assessment procedures.
- To ensure that whole school teaching and learning initiatives are embedded within the Work Related Learning curriculum.
- To promote the use of ICT within the Work Related Learning curriculum.
- To lead and facilitate any necessary staff training on any aspects of the work related provision.

Assessment

- Assess students work systematically and rigorously using feedback to inform future planning, teaching and curricula development.
- To implement the school's assessment, recording and reporting policies and procedures.
- Co-ordinating an annual audit of Work Related Learning provision throughout the whole school curriculum.

- To ensure the school's reporting procedures are followed and met by all members of the department ensuring school reporting deadlines are met.
- To promote the use of external assessment procedures relating to the department.

Manage Work Related Learning provision and Access to Careers Advisor

- Liaise with DHT Pastoral to co-ordinate careers interviews for students in Years 9-13 and small group sessions with students in Year 7-8.
- Liaise with the Careers Advisor to complete the annual September Guarantee to monitor student destinations in Years 11-13.
- Liaise with the Careers Advisor to prepare and deliver careers assemblies each half-term to all year groups.
- Engage with the Birmingham Careers Hub to develop links business providers to enhance curriculum provision and staff professional development opportunities.
- Promote the role of the IAG centre in the school and increase access and resources in the centre.
- Liaise with DHT Pastoral to use Compass toolkit to measure progress against Gatsby Benchmarks.

Manage Work Experience provision

- Plan and deliver assemblies throughout Year 11 to outline procedures for students to follow to co-ordinate placements.
- Maintain and update a work experience spreadsheet as students arrange placements and ensure consent has been secured from placements.
- Engage with providers to ensure appropriate health and safety checks are undertaken before students begin placements.
- Ensure staff in positions of responsibility on placements have appropriate DBS clearances and checks in line with DFE guidance.
- Undertake relevant training to ensure school provision meets current DFE and safety guidance on work experience placements.

Professional Standards

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, students and all members of the community, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the school through attendance at and participation in events such as open evenings, parent's evenings and school events.
- Support the ethos of the school by upholding the code of conduct, uniform rules, etc.
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of his/her performance and that of other teachers.
- Reflect on own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.
- Read and adhere to the various policies of the school and implement school improvement plans.
- Participate in the development and management of the school by attending various team and staff meetings.
- Ensure that all deadlines are met as published in the school calendar.
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