



# *Inspire Care Educate*

Hillstone Primary School

Head Teacher

Vacancy Information Pack



## Welcome from the Chair of Governors

Having served Hillstone Primary School with great distinction as Head Teacher for 21 years, Gill Sparrow has been appointed Consortium Partner with Birmingham Education Partnership (BEP), and leaves at the end of the summer term 2022.

We seek an inspiring teacher and leader to build on her achievements, to take Hillstone forward.

Hillstone is a very special place, happy and successful. Our values — Inspire, Care, Educate — are present in every part of the school and its community.

The new Head Teacher will lead an experienced, committed, and friendly team of teachers and support staff. There are subject leads in all areas of the curriculum, as well as Sports Coach, Chef, and a strong administration.

There are five pillars of our school life: the arts; sports; outdoor education; food; and international links. The range of opportunities available to our pupils is unique, from working with actors from the National Theatre and Birmingham Rep and musicians from the City of Birmingham Symphony Orchestra, through our work as lead school on the Barclays/FA Girls' Football School Partnerships, to our participation in the opening ceremony of the 2022 Commonwealth Games.

Our curriculum is inspiring in its depth, in its breadth, and in the quality of its planning. In their time with us, every pupil will have worked on the plays of Shakespeare, will learn a musical instrument, cook a meal, grow food in the allotment, and represent their house in sports competitions.

Our school is at the heart of its community, evidenced by our response during the Covid-19 lockdowns. What was breakfast club in normal times became a food-parcel service, and our advocacy of the community's needs to the City Council helped national resources be directed where they were needed most. The proportion of FSM and SEND pupils on our roll is significantly above the national average.

There are particular advantages in our status as a stand-alone academy, and this individuality is something the governors would like to see continue.

You can read much more about our school by visiting our website ([www.hillstone.org.uk](http://www.hillstone.org.uk)), but it can only communicate so much of what makes Hillstone unique. We strongly encourage that you visit before making an application.

Please contact our Business Manager, Rebecca Ballett ([r.ballett@hillstone.org.uk](mailto:r.ballett@hillstone.org.uk) or 0121 675 3573) for an informal conversation about the position, or to arrange a visit.

Thank you for your interest in Hillstone School.

Kevin McCabe Chair of Governors



# Job description

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Hillstone Primary School  
Job Description

<b>i. Strategy and Leadership</b>
Sustain Hillstone Primary School as a school which inspires, cares, and educates; promote at Hillstone a culture which is positive, which values the achievements of every individual, and in which learning is fun.
Whilst maintaining its ethos, distinctiveness, and character, working in conjunction with the Governors, to develop and improve Hillstone Primary School, particularly in the outcomes obtained for its pupils, and its position at the heart of its community.
In academic success, reputation, and financial security, maintain and strengthen Hillstone's position as a stand-alone academy.
Maintain current and build new partnerships and reciprocal relationships in the city which will benefit the pupils' outcomes and progression, as well as the school's development.
Represent Hillstone Primary School in the city and beyond.
Be aware of the latest findings in pedagogy, and current best practice in education leadership, assess them both for practicality and effectiveness, then their utility at Hillstone
<b>ii. Teaching and learning</b>
Sustain and develop high-quality, expert teaching across all subjects, based on an evidence-informed understanding of effective teaching.
Sustain and develop an ambitious, knowledge-rich curriculum which is fully aligned with Hillstone's values, and communicate it clearly to the entire community.
Continue to develop a practical, effective, and habitual culture of assessment — formative, ipsative, and summative — which helps every learner to meet and exceed their potential, and which helps every teacher to improve.
Sustain and develop a positive, enthusiastic, and rich culture of learning for the pupils, in the classroom and beyond.
Maintain high standards of pupil conduct.
Know the pupils and set ambitious targets for them, monitoring especially the progress of those from disadvantaged backgrounds and those with SEN/D.
<b>iii. Staff</b>
Model and uphold the highest standards of professional conduct and practice. Act in accordance with DfE <i>Headteachers' Standards 2020</i> .



Hillstone Primary School  
Job Description

Develop the staff — both teaching and support — both through formal professional development and through ongoing encouragement and challenge.
Seek out, celebrate, and share best practice wherever it is found.
Be responsible for promoting and safeguarding the welfare of pupils, through policies, procedures, and day-to-day conduct. Monitor staff workload.
<b>iv. Pupils with SEND and additional needs</b>
Sustain a culture in which all pupils have access to the curriculum, learn efficiently, and are supported by high expectations.
Ensure that the school fulfils its moral and legal obligations to pupils with SEND and additional needs, especially as set out in <i>Special educational needs and disability code of practice: 0 to 25 years (2015)</i> .
Ensure that the school enables the development and learning of all pupils by working in partnership with parents and professionals; identifying additional support and reasonable adjustments which pupils may require.
<b>v. Governance, resources, and finance</b>
Working closely with the Business Manager, maintain, update, and ensure compliance with the school's policies and required regulatory frameworks.
Ensure rigorous approaches to identifying, managing, and mitigating risk.
Report twice each term to the Governors, accept responsibility for the school, and ensuring that staff accept in turn their own responsibilities.
Oversee the school's finances, making sure that they are sound, and that monies are used in the best interests of the pupils.
Oversee the school's estate, seeking to maximise its value and use.
<b>This is not an exhaustive list; the postholder will undertake any and all other duties and responsibilities appropriate to the position.</b>





# Person Specification





## Hillstone Primary School Person Specification

- We seek an outstanding teacher and leader who can show evidence of the impact of their work:
- in enthusiastically supporting exceptional opportunities for children in a caring, inclusive, and happy environment;
  - working with, and leading a team of dedicated staff, and;
  - embracing and celebrating achievement at all levels.

i. Qualifications and training
A first honours degree and Qualified Teacher Status.
Evidence of commitment to professional development.
The NPQH qualification is desirable, not essential, as are higher degrees.
ii. Professional attributes
Successful leadership at Head Teacher or Deputy Head Teacher level in the primary phase.
Successful record as an outstanding teacher. Understanding that a Head Teacher is a teacher first.
Skills in strategic thinking. An ability to establish a strategic vision, plan effectively for its implementation, bring on board all stakeholders, deliver, and measure its impact.
Thorough understanding of safeguarding, both its statutory requirements, and its practical implementation. Proven experience of promoting children's welfare.
Excellent interpersonal and communication skills (written and spoken).
Energy and enthusiasm, resilience and flexibility. Ability to cope with the new and unexpected.
A model of the highest standards of professional conduct.
An ability to inspire and motivate.
iii. Personal qualities
A passion for making children's lives better and a belief in the power of education.
An energetic and positive commitment to obtaining the best outcomes for all pupils.
Innovative, imaginative, creative ideas, and a good sense of humour.
Self-confidence and the ability to be self-reflective.
An understanding of the power of a positive culture.
Models and promotes polite, positive, respectful, and professional relationships everywhere in the school community.
Realises the potential in others, and helps to make potential a reality in all.
Empathetic but able to make difficult decisions in the best interests of the school.
An absolute commitment to the well-being and mental health of all members of the school community.
Commitment to uphold the seven principles of public life (also known as the Nolan Principles).



## Hillstone Primary School Person Specification

iv. Leadership and management
Commitment to developing the leadership and management skills of all staff, teaching and support.
Able effectively to delegate, both to achieve outstanding outcomes and to provide targeted development for others.
Experience of preparing documentation for different audiences, including parents, governors, and statutory bodies.
Clear understanding of effective self-evaluation processes and their use in identifying future priorities for improvement planning.
Experience of managing and making a substantial contribution to the effective management of change.
Ability to embed safeguarding at the core of the school's ethos.
Experience of, or commitment to working with the whole school community to develop a vision which simultaneously focuses on excellence and high standards, but which at the same time meets the needs of all.
Experience of working with parents, carers, families, and the school team, to help children succeed and thrive.
Knowledge and understanding of the Head Teacher's role in advising and working with the governors.
v. Teaching and learning
Expertise in developing flexible and effective approaches to teaching, learning, and assessment which will lead to high achievement for all learners
Significant experience in determining, organising, and implementing an appropriate and creative curriculum across the whole school.
Experience in rigorously reviewing school performance and using review information and other data to raise expectations and achievement for all learners.
Strong understanding of effective approaches to inclusion and behaviour management and experience of delivering them in school settings.
Ability to develop a team with the necessary skills and knowledge to promote equality and diversity, challenge stereotypes, and to uphold the rights of children.
vi. Wider community
Commitment to working effectively with parents, governors, external partners, other agencies, and schools, to support the learning of children and to define and realise the school's vision.
Experience of, and commitment to listening, reflecting, and acting on feedback, leading to strong cohesive, and sustainable communities.
Maximise the benefits of collaborating with other schools. Successful track record in working with others to create and maintain strong professional relationships.
Commitment to providing continuous professional development for the whole school community.

# Hillstone Primary School Ethos



Hillstone is a vibrant school where happy children enjoy their education and make great progress.

In addition to academic achievement, pupils are encouraged to engage and excel in many creative and inspiring activities.

We achieve this through our belief in three words which run throughout all aspects of school.

We *Inspire* through our participation in drama and the arts

We *Inspire* through residential opportunities for children in yr2 upwards  
We *Inspire* through a number of after school clubs like Cooking, gardening, sport, and dance

We *Inspire* by encouraging children as young as Reception age to learn an instrument

## *Inspire*

We *Care* through promoting high standards of behaviour  
We *Care* through a dedicated Pastoral Manager who provides support for children as well as support and training for parents

We *Care* through our school council which provides pupils with a voice to enable better school development

## *Care*

We *Educate* through high quality teaching and learning

We *Educate* through a curriculum that is innovative, creative and exciting

We *Educate* through realistic yet challenging individual targets

We *Educate* by working in partnership with parents, keeping them informed and involved

## *Educate*



## Our School

Hillstone Primary School converted to become a stand-alone academy in September 2014. We are a two-form entry school with a 59 place Nursery class. We are situated in Shard End, in the East of Birmingham with over 50% of pupils eligible for pupil premium and free school meals.

We are fortunate enough to have extensive grounds, where some wonderful outdoor learning and forest school activities take place and are enthusiastically encouraged.

Hillstone is passionate about the enriched and varied curriculum we deliver and having two school minibuses means that we continue to offer as many educational visits, trips and residential experiences as possible.

Children are offered a wide selection of after school activities, such as archery, dance, choir, trampolining and gardening to name just a few, and all of these are accredited by the Children's University.

We provide a very popular wrap-around care, catering for 120 children at breakfast club and up-to 30 children in after school club. We are very proud to say that children receive a nutritious and delicious breakfast at breakfast club and a two-course hot evening meal at after school club.

The staff at Hillstone are supportive, committed and enthusiastic, volunteering their own time to help at many after-school community events that take place throughout the year, which are very much driven by dedicated members of the PTA.

Hillstone have achieved many awards in areas such as science, the arts and culture, international work, food and health.

At our latest Ofsted inspection in July 2017, the school was rated as 'Good'.



## Selection process

### Safeguarding

Hillstone Primary School is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Baring Service (DBS) check. Reference checks will be performed prior to interview.

### School visit

We encourage all applicants to make a school visit, which can be arranged by contacting the School Business Manager, Rebecca Ballett  
**email: [r.ballett@hillstone.org.uk](mailto:r.ballett@hillstone.org.uk) tel: 0121 675 3573**

### Applications

Please complete the application form which is available on the school website: [www.hillstone.org.uk/ourschool/vacancies/.html](http://www.hillstone.org.uk/ourschool/vacancies/.html)

Candidates should complete the application form and write a letter, no-more-than two pages in length to the Chair of Governors, Mr. Kevin McCabe. In it they should introduce themselves, and say why they are particularly suitable for the post.

### Closing date

Applications must be received by **noon on Monday 7<sup>th</sup> February 2022**. Emailed applications to be sent to:

**[r.ballett@hillstone.org.uk](mailto:r.ballett@hillstone.org.uk)**

Shortlisted candidates will be informed by **Wednesday 9<sup>th</sup> February 2022**

### Interviews

Interviews will take place on **Monday 14<sup>th</sup> February 2022**. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process. Please confirm your availability to attend.

### Appointment timescale

We would like a new Head Teacher to take up the post at the start of the autumn term 2022.

### Pay Scale

The pay scale for this post is **L18-L24**

## Recruitment and Selection Procedure

The safe recruitment of staff in our School is the first step to safeguarding and promoting the welfare of children in education. Hillstone Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Hillstone Primary School is also committed to providing a supportive working environment for all its members of staff. Hillstone Primary School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

### The aims of Hillstone Primary School recruitment policy:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability of the person
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as outlined in the Equality Act 2010;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (Jan 2021) and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that Hillstone Primary School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To ensure that all employment checks are recorded clearly on Hillstone Primary School's electronic Single Central Register (SCR).

### Single Central Record of recruiting vetting checks (SCR)

In line with DfE requirements, Hillstone Primary School will keep and maintain a SCR. The SCR will list all staff who are employed at Hillstone Primary School, including casual staff, supply agency staff whether employed directly or through an agency, proprietors and those who provide additional teaching or instruction for pupils but who are not employed by Hillstone Primary School e.g. specialist sports coach or artist. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom. The SCR will also clearly show which members of staff are working in the Early Years.

### Pre-employment Checks

In accordance with the recommendations set out in the Guidance, and the requirements of the Education (Independent School Standards) (England) Regulation 2014 which came into force on 5th January 2015 and the ISI Regulatory Requirements (Sep 20) Hillstone Primary School carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following a formal interview, employment with Hillstone Primary School will be conditional on the following;

- An identity check;
- A barred list check;
- An enhanced DBS check;
- A prohibition from teaching check;
- (Must be made for anyone undertaking 'teaching work' (with or without Qualified Teaching Status)
- A check of professional qualifications and QTS where appropriate;
- A check to establish the person's right to work in the United Kingdom

- Further checks on people living or working outside the UK which could include where applicable overseas criminal record checks and for those seeking teaching positions, obtaining a letter of professional standing from the professional regulating body in the country in which the applicant has worked.
- In independent schools, a section 128 check for people in management positions.
- Receipt of at least two references which are satisfactory to Hillstone Primary School, one of which will be from the applicant's more recent employer;
- A separate satisfactory barred list check will be undertaken in the event that an enhanced disclosure is not received in advance of starting employment in the regulated activity, or where a 'portable' disclosure is used;
- The signed declaration to satisfy the Childcare (Disqualification) Regulation 2009 where working in relevant Childcare Provision;
- Verification of the applicant's medical fitness to ensure the duties of the post can be carried out satisfactorily, fully taking into account the Equality Act 2010 where reasonable adjustments may be made to fulfil the role effectively.

### Policy on recruitment of ex-offenders

Hillstone Primary School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Hillstone Primary School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within Hillstone Primary School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within Hillstone Primary School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent", when applying for a position at Hillstone Primary School. A failure to disclose a previous conviction may lead to any application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for Hillstone Primary School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Hillstone Primary School. Hillstone Primary School will make a report to the Police and/or the Disclosure and Barring Service if: -

It receives an application from a barred person

It is provided with false information in, or in support of an applicant's application or

It has serious concerns about an applicant's suitability to work with children.

### Record Retention/Data Protection

At Hillstone Primary School we follow the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and the employment practices code.

If an applicant is appointed, Hillstone Primary School will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Hillstone Primary School will store all confidential personnel files in locked, non-portable storage containers, access to which will be restricted to members of Hillstone Primary School's Senior Management Team; Personnel files will be kept for six years after the person has left.

Hillstone Primary School will also ensure that any personnel information is destroyed by suitably secure means such as shredding.



*Inspire Care Educate*

## **Hillstone Primary School**

### **Contact details**

Hillstone Primary School

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Shard End

Birmingham

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[www.hillstone.org.uk](http://www.hillstone.org.uk)