HHGS

2026/2027

Applicant Information Pack

Letter from Headteacher

Dear Applicant,

Thank you for your interest in applying for a position at Hodge Hill Girls' School. Situated at the heart of the Hodge Hill community, Hodge Hill Girls' School is a comprehensive 11–16 girls' secondary school serving around 750 pupils. We are proud of our strong community values and our commitment to knowing, supporting and caring for our pupils as individuals. Our school is supported by a committed, talented and hardworking staff body, working alongside a supportive Governing Body whose members bring a broad range of experience, knowledge and expertise to the school.

We strive to meet the needs of every member of our school community, celebrating diversity and promoting equality both within school and in the wider world. Our ethos is built upon high expectations, mutual respect and support, enabling every pupil to make strong personal, social and academic progress during their time with us. We are committed to preparing our pupils not only for their next stage of education, but for successful careers and fulfilling lives as confident young women.
Our Latest Ofsted Inspection

Hodge Hill Girls' School was most recently inspected by Ofsted in June 2026, with the inspection report published in July 2026. The inspection provided an important external evaluation of the school and recognised many of the strengths that underpin our work with pupils. It reflects a school community where pupils' education, personal development and preparation for their futures remain central to our work.

The inspection also forms an important part of our continued journey of improvement. We are committed to building upon our strengths, responding purposefully to areas identified for further development and ensuring that our provision continues to improve for every pupil.

Our approach remains rooted in high expectations and our longstanding commitment to 'Educating Tomorrow's Women Today'. We want every pupil who attends Hodge Hill Girls' School to leave us with the knowledge, confidence, character and ambition to succeed in the next stage of her life.

We take great pride in the care and support provided to our pupils. We recognise that successful education extends beyond academic achievement and that pupils thrive when they feel safe, understood, supported and challenged to achieve their best. We work closely with families, feeder schools and external professionals to identify and respond to individual needs, including those of pupils with special educational needs and/or disabilities (SEND). Our staff work collaboratively to ensure appropriate support is in place and that pupils are able to participate fully in school life. Our wider pastoral and personal development provision supports pupils to develop the confidence, resilience, independence and aspirations they need for their future lives.

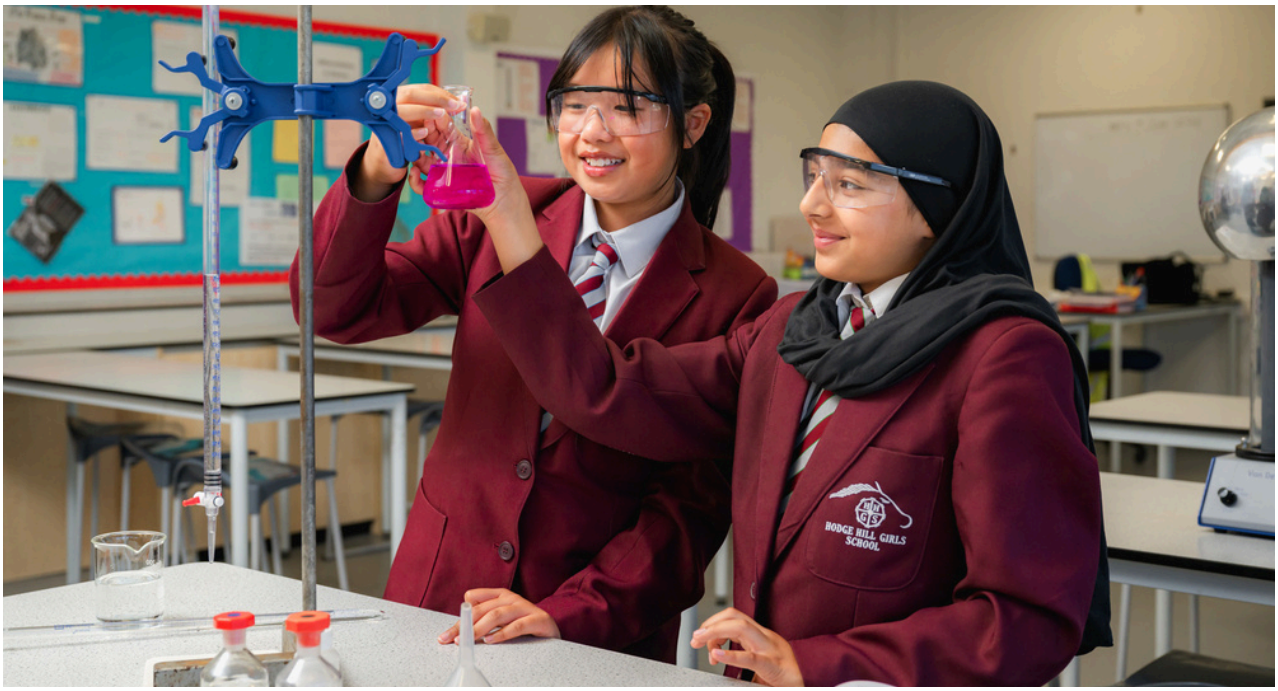
Working at Hodge Hill Girls' School means becoming part of a diverse and ambitious school community with a shared commitment to improving the experiences and outcomes of our pupils. We value colleagues who demonstrate high expectations, professionalism, initiative and a genuine commitment to young people. Whatever the role within school, every member of staff contributes to the education, safeguarding and development of our pupils and to the culture of our wider school community. We warmly encourage prospective applicants to visit Hodge Hill Girls' School. A visit provides an opportunity to experience our school environment, meet members of our community and gain a greater understanding of the values and ambitions that shape our work.

We look forward to receiving your application.

Mr C Crehan
Headteacher

Ofsted Good Provider

Our Mission



'EDUCATING TOMORROW'S WOMEN TODAY'

As a small school, we know and care for every child. We genuinely value and strive to enhance working partnerships with our families and our local community, knowing that in those partnerships lies our greatest strength and best hope of raising the achievement and aspirations of all our children to ensure that we really are "educating tomorrow's women today". Our aim is to ensure that the students at our school are all well-rounded individuals, not just academically but also strong in character, confidence and embrace British values.

Our aim is pupils, families, staff and governors working together in partnership to help every pupil make expected progress, to help many pupils make better than expected progress and to help some pupils to make exceptional progress by:

- Ensuring pupils attend for a minimum of 96%.
- Rewarding personal endeavours and community commitment.
- Helping pupils overcome challenges in their work and behaviour.
- Supporting physical health and emotional resilience.
- Developing teaching and curriculum for high quality learning.
- Developing the site, building and resources for best value learning.

PRIDE Values

Partnerships

We value each member of our school community, and work in partnership to achieve the best outcomes.

Respect

We demonstrate respect for ourselves and others through our words and actions, we extend this respect to our environment.

Inspiration

We are inspired to make positive contributions to both ourselves and the wider community in our daily lives. Additionally, we actively seek to challenge ourselves and achieve our highest potential.

Determination

We display determination and resilience, persisting even in challenging circumstances. We embrace risks and rise to challenges with resolve.

Excellence

We pursue excellence by upholding high standards in all aspects of what we do. Our actions, words, attire, and outcomes reflect our professional approach.

Success and Opportunities

We are determined to bring success and opportunities as we go the extra mile for our pupils. Using our school values as a guide, we have many opportunities which will help your child develop resilience, independence and the personal qualities, skills and attributes needed for a successful life beyond Hodge Hill Girls' School.

There are so many wonderful opportunities for pupils to develop their skills, character and personal qualities. Alongside learning within and beyond the classroom through enrichment opportunities many girls become School Council Representatives/House Leaders/House Captains, Librarians, Peer Mentors, Sports Leaders, and UNICEF Ambassadors.

CAREERS

Hodge Hill Girls' School is recognised by the Careers Mark Standard for excellent career related learning. Our intention is that pupils leave their secondary school experience with a careers education which has helped to; raise aspirations, provide skills to achieve full potential, and to provide the opportunity to experience different career pathways.

The school has a specified careers curriculum programme in place which delivers employability and work-related learning skills, this covers all pupils from Years 7-11. This is in addition to the many careers linked activities which take place throughout the academic year.

It is our goal that our pupils leave with the knowledge to make informed choices about their future.

Why Work Here?

As an employee of Hodge Hill Girls' School, you will be joining a friendly, personable team of staff. We provide staff with all the tools necessary for success. This includes the use of a school laptop, a well-equipped staff room, and bi-weekly briefings to remain up to date with all necessary key dates and news across the year. We encourage development of staff through a yearly appraisal system and personal development targets, as well as CPD opportunities within and outside of our school.

The school is ever-improving with new facilities, ensuring that pupils have the best educational experience during their time with us. We house fantastic facilities for different subject departments, and a wider school body. This includes two spacious gymnasiums for PE lessons and sports events, a drama studio, IT suites, modern design technology spaces fit for pupil learning and practical lessons, and vibrant outdoor spaces for pupils to relax and enjoy time with friends.

More recently, we have renovated our school library to house a sophisticated, bright, pupil-friendly environment. Not only can this space be used as a library but the interactive boards and computers make use of an additional teaching space within the library!

At Hodge Hill Girls' School we believe that pupils should be given a varied range of opportunities to develop and practise leadership skills in preparation for life beyond school. Many student leadership activities will focus on supporting the quality of teaching and learning in the classroom whilst also reinforcing the school’s ethos to create a climate for great learning, success and opportunity. Through trying new things, finding solutions and embracing responsibility our leaders ensure the voice of the students are heard.

How to Apply?

All applications must be made through the school website under Vacancies, or the Birmingham City Council vacancies website.

Please note we do not accept CV's; applications will only be considered if received on a Birmingham City Council application form.

Application packs are available from: https://www.hrforschools.org.uk/directory/4/current-vacancies or from our school website.

Candidates shortlisted for interviews will be required to bring to the interview: proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions which will be laid out in the letter of appointment and individual contract.

Hodge Hill Girls' School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any specific requirements.

Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Any person offered a position of appointment will be required to complete an enhanced DBS disclosure check.

For informal enquiries or to arrange a pre-application visit please contact Natasha Panton, HR Assistant via email: HR@hodgehgs.bham.sch.uk

Hodge Hill Girls' School

"Educating tomorrow's women today"

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Telephone: 0121 464 3094
Email: enquiry@hodgehgs.bham.sch.uk

www.hodgehgs.bham.sch.uk

hodgehillgirls

HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

CONTRACT: **Full time, permanent contract**

NAME:

SALARY SCALE: **MPS - UPS + TLR2A**

JOB DESCRIPTION: **Effective from: January 2027**

JOB TITLE: **Subject Leader of History**

- *This job description should, be read and implemented in conjunction with the National Professional Standards for Qualified Teacher Status. Your professional development should continue to demonstrate Upper Pay Range Standards and evidence substantial and sustained progress to the next level of performance related pay*

JOB PURPOSE:

- To assist the head teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school improvement plan adopted by the governing body.
- To provide effective teaching and learning in the school, to achieve the outcomes required by Government Regulations and the school improvement plan adopted by the Governing Body.

PROFESSIONAL DUTIES - CLASS ROOM TEACHER:

- To undertake the duties and responsibilities of a classroom teacher as required by the head teacher (see extract from School Teachers' Pay and Conditions Document attached).
- To plan, teach, mark and assess subject and related courses across the Key Stages to examination level and make an impact on the educational progress of pupils.
- To develop teaching of alternative courses where required.
- Work with the head of year to meet individual needs and support learning
- To work with the Head of Department in devising and reviewing key departmental documentation which reflects the changing styles of teaching and supports the development of personalised learning.

- To support the development and implementation of whole school and departmental planning and policies at classroom level.

PROFESSIONAL DUTIES - SUBJECT LEADER:

- To lead, manage and develop History to make an impact on the educational progress of pupils other than the teachers assigned classes or groups of pupils.

- To deputise for the Faculty Leader as required and to represent the Faculty Leader in agreed roles as an important aspect of professional development.

- To lead the writing and implementation of subject action plans which reflect the changing processes of teaching and learning to raise pupil progress and support personalised learning within the faculty and whole school vision.

- To develop, monitor and evaluate key subject documentation, which reflects the vision and policies of the faculty and the whole school.

- To manage the subject/aspect budget, prioitise resources and plan for change in liaison with the Faculty Leader.

- To lead the development of working practices, which support subject progression between Key Stages change in liaison with the Faculty Leader.

- To lead the development of alternative courses where required.

- To lead subject development of activities and resources which extend and enhance the curriculum e.g. Aspirations Day and Out of Hours Learning.

- To implement the school assessment, recording and reporting policy as it relates to teaching and learning in History.

- Co-operate in the planning and teaching of cross-curricular strands.

- To lead, develop and enhance the teaching practice of other staff in History.

- To lead the development of staff within History, ensuring an awareness of a range of teaching and learning styles and to share responsibility for the staff development budget, training and wider opportunities for curriculum development with the Faculty Leader.

- To take responsibility for monitoring and evaluating the quality of teaching and learning within the subject in liaison with the Faculty Leader.

- To liaise with the Faculty Leader in the deployment of subject staff to support whole school, department and personal development.

PROFESSIONAL DUTIES – APPRAISAL:

- To participate in and take responsibility for own professional development and use the outcomes to improve teaching and pupils' learning – sharing this expertise with colleagues.
- To participate in Appraisal in accordance with the generic school plan for Appraisal following completion of ECT induction.

PROFESSIONAL DUTIES – GENERAL:

- To safeguard the pupils in your care and in the course of your work around school working within the guidance and statutory requirements for Safeguarding, Equal Opportunities Bullying, Anti-Racist and Whistle Blowing Policies
- To promote British Values, community cohesion and citizenship
- To teach second or additional subjects when required in consultation with line manager and Curriculum Deputy.
- To act as a Form Tutor, deliver elements of PSHCE and Citizenship and share in the pastoral responsibilities of the school.
- To liaise with members of the Pastoral Team directly as a Form Tutor and via the Faculty Leader for subject referrals to support individual and group needs.
- To ensure that Health and Safety regulations are observed and to take responsibility for reporting any deficiencies.
- To undertake any other professional duties as defined in the School Teachers Pay and Conditions Document.

LINE MANAGEMENT - RESPONSIBILITY TO AND FOR:

- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school, and to report for the purposes of day to day management to the Humanities Faculty Leader.
- Senior Leaders are expected to have an awareness of all relevant Data Protection Legislation, interpret and manage the risks associated with processing personal data, and encourage staff to adopt safe and consistent working practices when handling personal data.

CONDITIONS OF EMPLOYMENT:

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

SPECIAL CONDITIONS:

- The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

REVIEW AND AMENDMENT:

- This job description is normally subject to annual review. It may, be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by _____

(Signature of Head Teacher or designated member of the leadership team)

Agreed after consultation, by _____

Date: _____

[1] For guidance on a definition of line management and examples of the way in which a teacher can be expected to assist with the management of conditions of service and employment, see the authority's annual advice on the School Teachers' Pay and Conditions Document.

HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

Subject Leader of History - Full time, permaneny Contract
Main Scale or Upper Pay Spine
We need 'Committed, Caring and Flexible' staff to meet the needs of our pupils today and every day

	Essential	Desirable
Initial Qualifications	* Qualified Teacher Status	* Degree/Post Graduate study.
Further Qualifications and Professional Development	* Recent, relevant in-service training in current, relevant educational practice. ** Proactive approach to developing teaching and learning to make a difference to our pupils.	* Commitment to sharing gained expertise with colleagues.
Experience	* Teaching across the age range to examination level. * Use of ICT in teaching.	* Teaching in a multi-ethnic school. * Experience in more than one school.
Skills and Abilities	**Ability to lead a team of colleagues and respond flexibly to change/needs **Ability to plan schemes and lessons, assess progress and evaluate practice to make a difference to pupil learning. ** Excellent classroom leadership and management. ** Promotion of positive behaviour strategies and the constructive handling of difficulties. ** High level of written and oral communication skills. * * Flexible approach. * Open to change.	* Ability to teach another subject to examination level. * Commitment to the development of e-learning and the tools of e-management. * Potential to lead and manage change with colleagues.
Other	** A genuine commitment to improving education at Hodge Hill Girls' School and improving the life chances of our pupils.	

	* Willingness to contribute to the development of extracurricular activities. ** A genuine commitment to the promotion of Equal Opportunities and Social Inclusion. ** A genuine commitment to work with pupils and their families, other staff, governors and other agencies.	

Those elements marked * will be assessed ion your application.
Those elements marked ** will be assessed through the application and the interview process.

- **The confirmed appointment is subject to the receipt of two supporting references. Appointees will also be asked to complete a pre-employment Health Check for the Local Authority.**
- **Hodge Hill Girls' School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment and provide the necessary information regarding Right to Work and DBS checks.**

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES