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.

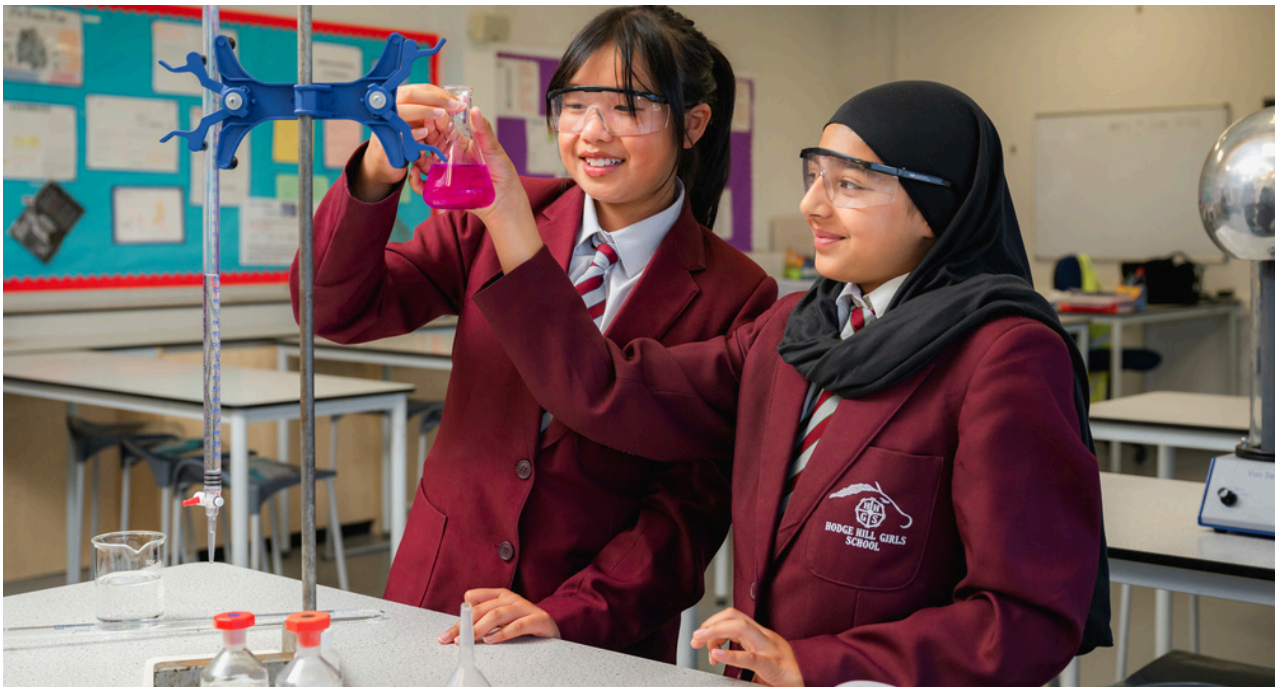
Working at Hodge Hill Girls' School means becoming part of a diverse and ambitious school community with a shared commitment to improving the experiences and outcomes of our pupils. We value colleagues who demonstrate high expectations, professionalism, initiative and a genuine commitment to young people. 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"

Bromford Road, Hodge Hill, B36 8EY
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"

NAME:

POST: Year Group Leader - Non-Teaching

Permanent contract

Term time only (plus 2 weeks to be specified by school)

Monday - Friday 8.15am - 4.05pm (36.50 hours per week)
Attendance at relevant Parents; Curriculum & Induction Evenings

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GRADE: C **PAY RANGE:** Spinal Point 24 - 33

JOB PURPOSE:

- To lead pastoral, behavioural and academic support for agreed year groups as a Year Group Leader within the Pastoral Team - meeting individual needs, monitoring progress and raising attainment by working with pupils, parents/carers, staff and other agencies as required.
- To be a Year Group Leader improving monitoring implementing evaluating pastoral strategies

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Senior Support Staff Team Member:

- To provide Line Management and act as a Performance Management Team Leader for groups of staff as specified by the school.
- Contribute to the development of new initiatives and the successful/efficient operation of the school.
- Relationship Management - Act as a bridge to facilitate closer working relationships between teaching and support staff and develop school policies/for working with contractors and outside agencies.

Duties and Responsibilities

- Provide support and advice to pupils in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between pupils
- Provide general pupil support e.g. lost items etc
- Monitor attendance at detention – use the ParentPay system to inform parents
- Follow up attendance matters, including for agreed target pupils and contact or meet with

parents
- Collect and collate statements relating to incidents, following up directly when appropriate
- Issue, collect and follow up target cards for identified pupils
- Contribute to Pastoral and behaviour support plans
- Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children
- Liaise with external agencies on behalf of the Key Stage team
- Become a Designated Safeguarding Lead - member of staff when trained to undertake the role
- Attend case conferences as directed
- Contribute to the provision and organisation of the mentoring programme to raise attainment in the Key Stage
- Contribute to organisation of Key Stage events and programmes e.g. Learning to Lead
- Contribute to tutor meetings as requested

Communication

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action
- Ensure contact is made to parents whenever incidents dealt with - e.g. bullying, racial incident files
- Produce appropriate records of incidents dealt with - e.g. bullying, racial incident files
- Arrange for work to be set and collected for exclusion and another pupil absence
- Seek reports on pupil progress from staff

Evaluation

- Monitor levels of bullying and implement policies and strategies to combat it
- Produce reports on levels of incidents dealt with and other issues relevant to the post

General

- Attend year councils as requested
- Assist with on call duties if appropriate
- To assist in break/lunch supervision
- Represent the school in a manner consistent with its ethos and values
- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school and pupils
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parent's evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in Performance Management in accordance with the generic school plan for Performance Management.
- To **lead** on relevant items on the Risk Register.
- To **lead** on the development of relevant current initiatives
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.

SUPERVISION RECEIVED:
Supervising Officer's Job Title: Deputy Headteacher (Pastoral Care)

LEVEL OF SUPERVISION

- ~~Regularly supervised with work checked by supervisor.~~
- ~~Left to work within established guidelines subject to scrutiny by supervisor.~~
- Plan own work to ensure the meeting of defined objectives.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

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

Job Description issued following consultation by

……. ……

Signature of Headteacher **Signature of Post Holder**

Date……….

PERSON SPECIFICATION

Year Group Leader - Non-Teaching
Permanent contract, Term time only, (plus 2 weeks to be specified by school)
(Monday - Fri 8.15am - 4.05pm)

NAME:
POST: Head of Year
GRADE: Grade 4

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	A* - C in GCSE English or Mathematics or equivalent.	Degree	• Application • Interview • Certification
Experience	Proven experience in pastoral leadership or a similar role within a secondary school setting. Strong understanding of safeguarding, behaviour management, and pupil wellbeing. Manage pastoral care and behaviour strategies for agreed year groups. Support transition periods and provide one-to-one pastoral care where necessary. Ability to develop and implement effective strategies to support pupil progress and behaviour. Excellent communication skills to engage with pupils, parents, staff, and external agencies. Experience of working in a pastoral team dealing with a	Experience of using data input systems e.g. SIMS A proactive, empathetic approach with a commitment to inclusion and equality. Strong organisational skills and the ability to manage multiple priorities effectively. A collaborative team player with resilience and a positive outlook. Passion for working within a girls' school environment and supporting young women's development.	• Application • Interview • Test • Application • Interview • Test • Application • Interview • Test • Application • Interview • Test • Application • Interview • Test

	wide range of social and behavioural issues. Be a visible, approachable leader who promotes high expectations and a positive school culture.		
Knowledge, Skills and Attributes	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016.** Ability to work under pressure to meet daily deadlines. The experience and ability to deal positively with staff, children and parents and outside agencies. Effective communication, organisation and time management skills. An ability to establish and develop positive relationships throughout the school – liaising between pastoral/academic staff. Effective use of ICT The ability to be flexible, positive, dedicated and trustworthy. The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others Effective communication, organisation and time management skills The ability to support colleagues		• Application • Interview • Test • Application • Interview • Application • Interview • Application • Interview • Application • Interview • Application • Interview • Application • Interview

	Commitment to safeguarding pupils		
Training	Willing to undertake job related training		• Application • Interview
Other	Commitment to equal opportunities.		• Application • Interview

Compiled by: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____

Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

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