



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.

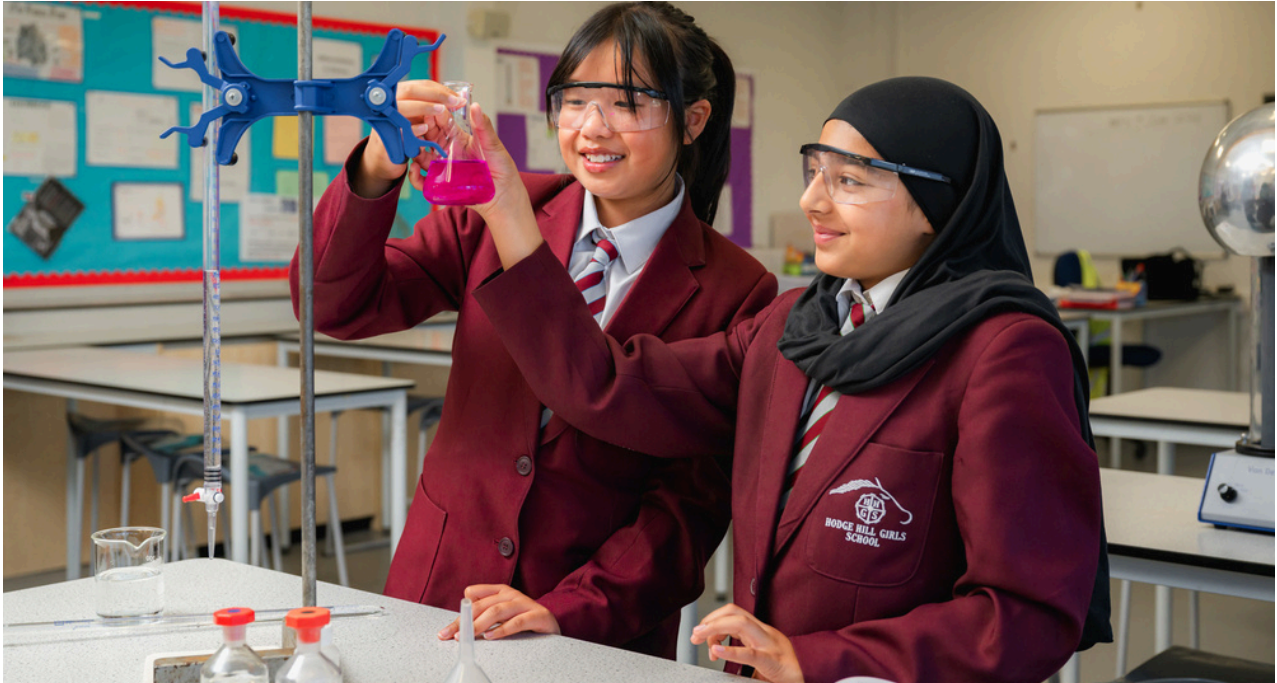
Working at Hodge Hill Girls' School means becoming part of a diverse and ambitious school community with a shared commitment to improving the experiences and outcomes of our pupils. We value colleagues who demonstrate high expectations, professionalism, initiative and a genuine commitment to young people.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



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: Learning Mentor

Permanent contract

Term time only

(36.50 hours per week)

Monday: 8.00am - 4.00pm and Thursday - Friday 8.00am - 3.45pm

GRADE: B

PAY RANGE: Spinal Point 12-23

JOB PURPOSE:

- To provide a complementary service to that given by existing teachers and pastoral staff in schools in the Excellence in Cities areas, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

Duties and Responsibilities

- To promote the speedy and effective transfer of pupil information from primary to secondary schools, across secondary schools, and within schools, and to ensure that the arrangements for those leaving the school mid-term before 16 are managed properly.
- With teaching and pastoral staff, to participate in the comprehensive assessment of all children entering or returning to school (including teenage mothers), and at the end of years 7 and 9, to identify those who need extra help to overcome barriers to learning inside and outside school.
- To identify those children who would benefit most from a learning mentor and, working with others, draw up and implement an action plan for each child who needs particular support (except where the pupil was already subject an individually tailored plan)
- To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan*
- To maintain regular contact with families/carers of children in need of extra support, to keep

them informed of the child's needs and progress, and to secure positive family support and involvement**.

- To work closely with the SENCO and the senior member of staff responsible for gifted and talented provision, to ensure that the needs of gifted and talented children and those with special educational needs are met***.
- To monitor and report on the implementation of all plans drawn up to remove barriers to learning for individual pupils.
- To work closely with the local community and business mentors, and to take an active role in co-ordinating and supporting the work of voluntary mentors working with pupils both in and out of school, so that the mentor's efforts meet the needs of the young person in a focused and integrated way.
- To have full knowledge and appreciation of the range of activities courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- To facilitate the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business based programmes and specialist support services for example, the Social and Youth Services, the Education Welfare Service, the Probation and Careers Services, and out of school study support and business and community mentors.
- To communicate with other learning mentors and share best practice
- 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 undertake appropriate professional development including adhering to the principle of performance management.
- 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 parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Learning mentors will devote the majority of their time to those needing extra support to realise their potential.

Where appropriate, the securing of family support will mean the securing of support from the local authority.

*** Learning Mentors will personally target efforts on those at risk of underachieving, who are not the responsibility of the SENCO or gifted and talented co-ordinator.

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

NAME:

POST: Learning Mentor

Permanent contract

Term time only

Monday: 8.00am - 4.00pm and Thursday - Friday 8.00am - 3.45pm

Method of Assessment (MOA)

A Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education/Qualifications NB: Full regard must be paid to overseas qualifications	A* - C in GCSE English or Mathematics or equivalent. NVQ level 3 qualification in childcare or equivalent	Degree	• Application • Certificate • Application • Certificate
Experience	Previous successful experience in working with children and young people on an individual basis in supporting their personal development.		• Application • Interview
Skills and Ability	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. The ability to work effectively with, relate to and command the		• Application • Interview • Application • Interview

	confidence of a wide range of young people and families/carers with different ethnic and social backgrounds. The ability to work effectively with, relate to and command the confidence of teaching staff and senior management within the school. Working with others, the ability to assess and review the learning of young people in the context of family and other relevant circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary. Knowledge of, and ability to work effectively and communicate with, a wide range of organisation and people offering support, information, opportunities and guidance. Ability to identify potential barriers to learning jointly and engage in strategies to overcome these barriers Ability to work with individual children to set goals jointly as part of planning for their learning Skills of communication, giving advice and helping young people to identify their needs and potential.		• Application • Interview • Application • Interview • Application • Interview • Application • Interview • Application • Interview
Training	Willing to undertake job related training		• Application • Interview
Other	A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think. Knowledge of the education system Commitment to equal opportunities.		• Application • Interview

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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.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

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