

**HALL GREEN SCHOOL  
(AN ACADEMY)  
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*“Learning together, shaping the future”*

## **SCHOOL ADMINISTRATIVE ASSISTANT**

### **Candidate Information**



## Hall Green School An Academy

Dear Applicant,

Thank you for the interest you have shown in the post of School Administrative Assistant at Hall Green School.

At Hall Green School we are proud of our track record of combining high academic standards and successful outcomes for all pupils with a warm and caring atmosphere. We are a school that serves its local area, a true comprehensive that reflects the diversity and the richness of the community. As a fully accessible mainstream school, Hall Green has inclusion and diversity at the heart of all that it does. Our values are encapsulated in the school mission statement, 'Learning Together, Shaping the Future.'

I took up my post as Headteacher in January 2021 and I can honestly say it is a fantastic community to be part of:

- Our staff are exceedingly positive and you will experience a family of support, and a team ready and willing to work with you from day one.
- Our pupils are exceptional ambassadors, keen to learn and lead, responding positively to our high behaviour expectations.
- Our governors are fully committed to the development of the school and give generously of their time to support the senior leadership team.

We are committed to supporting staff wellbeing in a variety of ways and the good working relationships within the staff body, and between staff and students, is why many colleagues have chosen to stay with us for the long term. We are also strong at supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do.

I strongly recommend you visit the school to meet us and find out more about the role. Please contact my PA, Mrs Paula Elliott, to arrange a convenient time.

In terms of applying;

Please complete the standard application form which includes information outlining your **suitability for the post**, using the person specification and job description as your guide. In this section we are seeking **evidence** that you have the necessary **knowledge, skills and experience** for the role of School Administrative Assistant. I am particularly interested for you to demonstrate the **impact of your work** in your current school.

The closing date for receipt of applications will be 12 noon on Wednesday 13 July 2022

I very much look forward to receiving your application and wish you well in this process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K Slater', with a long horizontal flourish extending to the right.

Miss K Slater  
Headteacher

## **School Administrative Assistant Appointment – Further Information for Candidates**

Hall Green School is a fully comprehensive, high-performing 11-16 academy where learners of all abilities enjoy and achieve. We have 905 students on roll. We are also a Fully Accessible Mainstream School with a long tradition of catering for physically disabled children. We are heavily oversubscribed in every year group: we currently have 93 families waiting for a place for their child in Year 7.

The school is a safe and happy place of learning. Its staff and students are proud to be part of this community. We are a diverse school in every sense. As well as our PD ‘specialism’, we are multi-ethnic with approximately 38% of the student body coming from homes where English may not be the first spoken language. Nearly 40% of our young people attract Pupil Premium funding. A majority of our students live locally and walk to school.

### **Staffing**

Hall Green School benefits enormously from a very well-qualified, committed and loyal staff. Morale is high and relations are warm and harmonious. A teaching staff of 68 is well supported by a team of 68 non-teaching colleagues.

### **Finance**

Hall Green School’s current budget is 6.3 million pounds. We are a financially stable school despite national pressures on school budgets at this time. The school converted to a standalone academy in February 2012.

### **Student Outcomes**

Hall Green School has a long track record of high attainment and achievement for all pupils. For the six years of performance tables our Progress 8 has been positive with scores of +0.01 in 2016, +0.06 in 2017, +0.06 in 2018, +0.17 in 2019, +0.26 in 2020 and +0.34 in 2021, reflecting the value the school places on achievement for all. In 2021, 65.2% of pupils 2019 achieved grades 9-4 in English and Maths, with 25.3% of pupils achieving the Ebacc at grades 9-4. Attainment 8 for all pupils in 2021 was 4.81. In addition, we have received national recognition for our work on Pupil Premium strategies and been showcased by both Ofsted and the Social Mobility Commission as a school that successfully closes gaps.

More than 95% of our students will go on to 6th Form College or School based Sixth Forms. Our NEET figures currently stand at less than 1%. Student conduct is a strength reflected in low levels of exclusion and only four permanent exclusions in the last ten years.

The school is very well placed to maintain and build on these high standards, given significant developments in Teaching and Learning in recent years.

### **Ofsted**

In our last two short inspections in February 2016 and October 2019 inspectors confirmed that the school continues to be good.

## **Partnerships**

The school thrived under its Arts specialism and availed itself of every opportunity to strengthen its partnerships. We are one of many schools and colleges in Birmingham's South Area Network, collaborating closely on curriculum planning, professional development, extra-curricular student opportunities and sharing panel arrangements. This group of schools have opened a free school based in King's Heath to cater for young people at risk of exclusion, called REACH. We are also a long standing member of the King Edwards Consortium for Initial Teacher Training, and have links with Bishop Challoner Teaching School Alliance and University of Birmingham Teacher Training. Most recently, we have joined the Birmingham Education Partnership, which is already allowing us to share best practice, operate a self-evaluation peer-to-peer programme and work more creatively with colleagues from across the city.

## **Safeguarding**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.