



APPLICATION PACK

INTERNAL ASSISTANT HEAD OF HEALTH AND SOCIAL CARE



Joseph Chamberlain Sixth Form College
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INTRODUCTION FROM THE PRINCIPAL AND CEO

Dear Colleague,

Thank you for your interest in the position of Assistant Head of Health and Social Care at Joseph Chamberlain Sixth Form College (JCC). We are delighted that you are thinking about joining us.

As you get to know the College a bit more throughout this application process, I am confident that you will see what a special place JCC is: our students are a joy to work with; our staff are wonderful to be around and our facilities/resources are first class. I am extremely proud to lead such an exceptional place, where we are all united in our aspirations to do our best by each and every student.

Our students come from diverse range of backgrounds, and we embrace the opportunities that come with being located in one of the more deprived areas of the country because this is what makes JCC such a vibrant and exciting place to work. To see our students achieve the phenomenal success that they do, and to watch their development into confident, aspirational young adults, gives us all enormous pleasure. We are really proud of the positive difference we are able to make to their lives.

We are known locally and nationwide as a place of true excellence, where the progress students make places us regularly in the top 10% of the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection of 2024, we were awarded their highest grade of 'outstanding' in all categories for the second time in a row. This is, I believe, because our staff are some of the best in the country and are all positive, like-minded individuals, who share a passion for working with young people to transform their lives for the better.

In return for that dedication, I promise you a happy and supportive place to work, where you will be fully recognised for what you do and be provided with all the support, facilities and resources that you need to do the best job that you can. We will nurture your career carefully with fantastic professional development opportunities and look after your wellbeing with a combination of care and additional benefits.

Finally, I would like to say that I really appreciate your investment of time in exploring the College and this position. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal and CEO



ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers, alongside approximately 800 part-time adult learners on a separate site.

Our curriculum offer is highly inclusive, offering the potential for enormous success to all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with school leavers at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. In addition, our separate Adult Learning Directorate offers part-time classes in ESOL, maths and vocational studies to the local communities. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, work experience, subject-based co-curricular activity, trips/visits, and various other student-led clubs/societies.

In 2024, students at Joseph Chamberlain College achieved, once again, outstanding exam results, placing us in the top 10% of all schools and colleges nationally for the eleventh consecutive year. In our most recent Ofsted inspection, we were graded as 'outstanding' in all categories for the second time; we are the only College in the West Midlands to achieve this in two consecutive inspections.

We have been featured in the Parliamentary Review twice for best practice in further education, and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high-impact professional development. We run award winning work experience programmes and hold the prestigious Matrix Award for careers advice and guidance. As part of a local Teaching Alliance, we support all Early Career Teachers, from both secondary and post-16 backgrounds, to complete their ECT years and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state-of-the-art building with superbly equipped classrooms and outstanding facilities.



Our Purpose – What We Are Here To Do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

Benefits of Working at JCC

- We operate in line with **the Sixth Form College's Association term and conditions** in terms of pay, annual leave/holiday and pensions.
- **State of the art building and outstanding facilities.**
- **Generous pension contributions** for both Teacher's Pension Scheme (TPS) and for the support, the Local Government Pension Scheme (LGPS).
- **Lower teacher contact time** than the national average.
- **An extra week of annual leave** can be earned each year via our generous 'time off in lieu' (TOIL) policy for teaching and term time staff allowing you to leave earlier in the Summer term.
- **Christmas shutdown.**
- **Free car park** in a brand-new facility with charging for electric vehicles.
- A **detailed staff wellbeing strategy**, including a social committee, staff wellbeing days, free breakfasts and wellbeing groups.
- **Strong established departments**, well-equipped with resources and learning materials to share.
- **Highly specified IT technology.**
- **Cycle to Work Scheme** with secure facilities for those who cycle.
- **Free access to a state-of-the-art gym** and sports facilities.
- **Membership of rewards schemes** e.g. Blue Light Card, Discount for Teachers.
- **Access to a range of medical benefits** including health cash plan via BHSF, reimbursed flu vaccinations and eye tests, and access to the College Nurse/Paramedic on site full-time.
- **Employee Assistance Programme (EAP)**, offering legal, health, financial, counselling and wellbeing advice.
- A **free bus to the city-centre** each evening.
- **Hardworking and well-behaved Sixth Form College students** who are ambitious for their future success.
- **Extensive pastoral and welfare support for students:** teachers do not need to undertake these duties.
- **A supportive and caring leadership team.**
- An **exceptionally comprehensive programme of professional development, leadership programmes and support for all stages of your career.**
- **Excellent programme for ECTs**, including personalised coaching/mentoring, weekly group sessions, secondary school experience placements and membership of a local teaching alliance
- The **College is in an exceptionally secure financial position with high cash reserves**, providing security for all employees.

JOB DESCRIPTION

Job Description: Assistant Head of Health and Social Care

Location of the post within the College structure:

The post holder will be a member of the Middle Leadership Team, reporting to a Head of Department.

Reports to:

Head of Department (HOD)

Duties and responsibilities:

In the first instance, the duties and responsibilities are listed below. Going forward, as the role develops, the duties and responsibilities within this role may also be subject to further change.

Overall Purpose of the Role:

To assist the Head of Department in sustaining or securing outstanding student achievement and value-added performance within a subject department. This role will assist the Head of Department in creating a subject department that has shape and character, ensuring students benefit from very high standards of classroom practice and an overall departmental experience that challenges, inspires and motivates them to make exceptional progress.

1) Leading Teaching and Learning

- Plan, prepare and teach your own classes, acting as an excellent role model to colleagues in the department
- Assist the HOD in securing very high levels of value added (ALPS), achievement rates and high grades across all courses in the department
- Assist the HOD in the development of learning materials and resources in the department so that the area is comprehensively resourced to a very high standard
- Work closely with the Heads of Teaching, Learning and Assessment to assist the HOD in ensuring that coaching is in place for those that need it and that individual teacher improvement plans are high impact and driving forward standards of classroom practice.

2) Leading Others

- Assist the HOD in leading a departmental culture that demands high standards and in which staff feel empowered, valued and recognised for the work they do
- Assist the HOD in managing the cover of any classes due to staff absence, liaising with the Learning Resources Manager to provide assistance, if required

3) Leading Systems and Processes

- Assist the HOD to prepare a self-assessment report (SAR) each year that closely analyses strengths and areas for improvement for the year ahead, ensuring that this is updated and reviewed regularly
- Assist the HOD in developing and implementing a department improvement plan (DIP) for the subject
- Assist the HOD in leading regular department meetings that focus on curriculum issues, student achievement, teaching strategies and the student experience

4) Leading Students

- Assist the HOD in developing and maintaining a subject ethos of scholarship, high expectations, mutual support and care for students
- Work with Senior Pastoral Managers and Personal Progress Tutors to assist the HOD in ensuring high levels of attendance, behaviour and punctuality in the department
- Assist the HOD in deploying effective strategies to capture the opinions and feedback of students, responding as appropriate to secure high levels of student satisfaction with courses in the department
- Manage the behaviour of students whilst in the department, deploying the College's student disciplinary procedures as appropriate
- Work with the Head of Extended Learning and HOD to establish a broad and interesting programme of enrichment and enhancement activities in the department, including clubs, societies, guest speakers and external visits

5) Leading the Curriculum

- Assist the HOD in his/her responsibility for the standards of verification and moderation in your department, as set out by the awarding body
- Engage in curriculum development and planning activities, individually and as a team, to develop and improve the curriculum
- that appropriate entry criteria are set for each course in your department
- Work with the HOD to ensure that an appropriate curriculum offer is in place in terms of the range of provision and in terms of the chosen exam board specifications/qualifications
- Assist the HOD in the appropriate administration of exam entries for courses in the department and liaise with external exam awarding bodies as appropriate.

6) Leading Self

- Actively promote your department and its success, including represent it internally and externally and developing strong links with Partner High Schools, Higher Education Institutions and other organisations, as appropriate
- Participate fully in your appraisal and professional development activities, such as leadership training, as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection

Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults.



PERSON SPECIFICATION

| Methods of Assessment: Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T) | Essential | Desirable | Method of Assessment * | | | | |
|---|-----------|-----------|------------------------|---|---|---|---|
| | | | A | I | R | C | T |
| Education, Qualifications and Training | | | | | | | |
| Relevant degree | | | | | | | |
| Teaching Qualification e.g. PGCE | | | | | | | |
| Evidence of personal professional development in key areas relevant to the role and a willingness to undertake further training, as required | | | | | | | |
| Experiences and Knowledge | | | | | | | |
| A very strong track record of achieving outstanding outcomes in a relevant subject at A level and/or BTEC Level 3 for a minimum of one academic year. Typically, this will include evidence of excellent ALPS value-added performance, pass rates and high grades across a number of classes/groups. | | | | | | | |
| Some experience of co-ordinating, leading or managing mathematics curriculum | | | | | | | |
| Evidence of excellence in your own classroom practice | | | | | | | |
| Evidence of successful leadership potential, either through cross college projects/initiatives or through subject coordination | | | | | | | |
| A clear understanding of what constitutes the highest standards and student experience in an outstanding Sixth Form College subject department | | | | | | | |
| A clear understanding of an A-level and/or BTEC curriculum, including what constitutes outstanding teaching and the most effective strategies for raising student achievement and progress | | | | | | | |
| Skills and Qualities | | | | | | | |
| Evidence of potential to lead with outstanding 'people skills' that build teams and bring out the very best in individual staff so that they feel confident, able and motivated to do their job effectively | | | | | | | |
| Experience, and passion for, working in a large, comprehensive, ethnically and socio-economically diverse school or college | | | | | | | |
| Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion | | | | | | | |

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|---|--|--|--|--|--|--|--|
| Excellent communication skills (both in writing and in speaking) and exemplary organisational skills | | | | | | | |
| Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines | | | | | | | |
| Commitment to equality initiatives, including the British values, anti-discriminatory practice and a dedication to treating all staff and students with respect | | | | | | | |
| Demonstrably professional, honest and loyal to the College at all times | | | | | | | |
| Be able to inspire, enthuse and motivate staff | | | | | | | |
| Ability to establish a strong rapport with students, raise their aspirations and maintain their good conduct | | | | | | | |
| A commitment to safeguarding and promoting the welfare of children and young people | | | | | | | |
| Reflective, self-critical and adaptable to new ideas for the benefit of the College, its staff and its students | | | | | | | |
| Other | | | | | | | |
| Enhanced DBS Clearance | | | | | | | |
| Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK) | | | | | | | |

Methods of Assessment:

Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)

FURTHER PARTICULARS

Post Title: Assistant Head of Health and Social Care

Salary

You will receive an additional management allowance of £2,629 (MA1) per annum on top of your current salary.

Start Date

20th August 2026.

Working Week

Contact hours for full time teaching staff are up to 23 per week and may include some support, enrichment or workshop time. Other time for meetings, open days, parents' evenings, staff training, etc, is as directed by the Principal.

Please be aware that our term dates fall in line with Birmingham City Council term dates, with the exception of the summer term, which ends during the second week of July. The autumn term begins on GCSE examination results day.

Pension

The successful candidate will be eligible to join the Teachers' Pension Scheme and you will automatically become a member unless you opt not to join.



HOW TO APPLY

- To apply, please visit our vacancy page online <https://www.jcc.ac.uk/about-jcc/jobs/>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.
- If you are applying for a teaching or curriculum-based role, and you are shortlisted, we will request that you complete an examination results form, which we will send with the interview information pack (applicants who are still completing their PGCE course will need not complete this).
- If you have any queries regarding this role or require support with your application, please contact the HR team:

Email: HR@jcc.ac.uk

Telephone: 0121 446 2255

Deadline

The deadline for the post(s) is **Friday 26th June 2026** (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us within 4 weeks of the closing date, then please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages.

If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of six months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the HR Manager.

Rehabilitation of Offenders Act 1974

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

In accordance with the Rehabilitation of Offenders Act (ROA) 1974 and the Exceptions Order 1975 (amended 2013 and 2020), employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred. This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

As positions at the College are exempt under the Rehabilitation of Offenders Act 1974, and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

As part of our due diligence on all short-listed candidates, an online search will be carried out prior to interview. Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. The selection process is likely to involve a short lesson observation, an interview and a written task. At the end of the interview, you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible afterwards,