

Bournville School and Sixth Form Centre

Leading Edge, Business Enterprise and Music College



Griffins Brook Lane, Birmingham B30 1QJ
Tel No: 0121 475 3881
Fax No: 0121 483 2349
e-mail: enquiry@bournville.bham.sch.uk
www.bournvilleschool.org

Headteacher: Mrs Barbara M Easton MA

where learning leads to great opportunities

January 2012

Dear

Thank you for your interest in the post of Administration Assistant at Bournville. We are a thriving, oversubscribed, fully comprehensive school with Leading Edge Status and Specialisms in Business and Music. If you come and join us, you will be working in a school which OFSTED rates as “good with outstanding features”, and in which hardworking staff consistently drive children to high levels of performance. Our results are on a rising curve. In 2011 we achieved the best results in the history of the school with just over 59% Year 11 achieving 5A*-C including English and Maths. This figure was mainly made up of “proper” GCSE’s, but we had not previously restricted children to an e-Bac route which will receive greater priority in the future.

Our site is very attractively situated in the well-known Bournville area approximately 4 miles South West of Birmingham City Centre. We have approximately 210 students in each year group and approaching 160 in the sixth form. Although our location is “leafy” our students come from the full range of local communities. We have a significant number of professional families, some associated with the nearby University and Selly Oak Hospitals. Likewise, we have children coming from other local areas which are very high on the indices of multiple deprivation. 25% of learners are eligible for free school meals, over 20% are from minority ethnic backgrounds and there are more boys than girls. We have a specialist Resource Base for Visually Impaired and Hearing Impaired learners, who are fully integrated on our school community. Overall we have a very evenly distributed profile of students.

Over the last few years we have made considerable progress as a school. In April 2010 OFSTED Inspectors described us as “good with outstanding features”. We are also officially classed as a “High Performing School”. This reflects the work we have done to raise standards and improve teaching and learning. As a Leading Edge School we have a focus on Gifted and Talented – one of the first schools nationally.

The awarding of Business Enterprise College status, in September 2003, was a particularly important development and there are opportunities for all departments to become involved in problem solving and enterprise projects to develop our students’ abilities. We were delighted to be awarded Specialist Music Status from April 2007. This reflects the huge contribution which music makes to the life of the school, as well as its academic record.

The School is part of The Oaks, a “Collegiate” of ten schools in South West Birmingham, which are working increasingly closely together. We are also part of the South West Birmingham Network, which, together with work undertaken by the Collegiate and the school, means that all our staff receive very high quality professional development. We have a large and growing Sixth Form, and are a member of the Oaks Sixth Form College, a



Bournville School and Sixth Form Centre

Leading Edge, Business Enterprise and Music College



Griffins Brook Lane, Birmingham B30 1QJ
Tel No: 0121 475 3881
Fax No: 0121 483 2349
e-mail: enquiry@bournville.bham.sch.uk
www.bournvilleschool.org

Headteacher: Mrs Barbara M Easton MA

where learning leads to great opportunities

collaborative post 16 arrangement with four other Oaks schools. However as we have the largest Sixth Form, most of the post –16 teaching of our students is done at Bournville.

The school is very strong. OFSTED described the behaviour and discipline of our students as good, and the school has a positive ethos. We are however, like all schools, facing many challenges. We use sophisticated ranges of strategies to analyse achievement in terms of “value added” and to set targets for improvement. We have benefited from inclusion in the several initiatives designed to raise standards in urban schools. A major development of the school, funded by the EiC, has been The Hub where a team of teaching and support staff led by our Director for Supporting and Developing Learning are able to deal with the wide range of needs which some of our most disadvantaged pupils bring with them.

The school is committed to the Safeguarding and Welfare of children and young people and expects all staff and volunteers to share this commitment.

I would be grateful if you would include in the application form further information written with the job description and requirements of candidates in mind. It should not exceed two sides of A4. A Curriculum Vitae is optional but if you do include one, I would be grateful if you would only enclose information which is not covered by the application form and which is of particular relevance to the post.

Please note the closing date for applications is noon Wednesday 8th February and interviews will be held w/c 20th February. Due to the short turnaround in this process we would be grateful if you could ensure that you give either fax numbers or email, or both, for all referees.

Yours sincerely

Barbara M Easton MA
Headteacher

