

# High Tunstall College of Science



Inspire | Support | Achieve

Headteacher: Mr Mark Tilling

High Tunstall College of Science, Elwick Road, West Park,  
Hartlepool, TS26 0LQ

Tel: 01429 261 446

Web: [www.htcs.org.uk](http://www.htcs.org.uk)

**Application Pack**

Second in Communications Faculty



HIGH TUNSTALL COLLEGE OF SCIENCE,  
Elwick Road, West Park, Hartlepool  
TS26 0LQ.

Telephone 01429 261446, Fax 01429 222856  
Email: [htadmin@hightunstall.hartlepool.sch.uk](mailto:htadmin@hightunstall.hartlepool.sch.uk)  
Website: <http://www.htcs.org.uk>

11-16 Co-educational comprehensive, N.O.R. 1098 (Foundation Status)

**Second in Communications Faculty  
MPS/UPS + TLR2A**

**Can you inspire those around you to ensure they all achieve their potential?  
Then this role is for you!**

High Tunstall College of Science is seeking to appoint an outstanding Teacher of English, from April 2019, to ensure all of our young people are able to achieve their potential in the subject. The Communications Faculty is at the heart of the development of High Tunstall College of Science and is instrumental in securing future success.

High Tunstall College of Science is a true comprehensive school, which offers everything needed to succeed: high standards, high expectations and high quality teaching and learning. These qualities are reflected in our ethos, which is centred on the needs of the young people who attend our college. We like our teachers to inspire learning through their teaching and if you:

- Are an inspiration to others.
- Really enjoy working with young people
- Have high expectations and a commitment to going the extra mile

**Then we can offer you:**

- An ethos of developing and rewarding staff
- Students that take pride in what they do and who just want to learn
- A community that is fully supportive of the College
- Excellent opportunities for professional learning and development

*The College is committed to safeguarding and promoting the welfare of children and to equality of opportunity. An enhanced DBS will be required*

Application forms and further details are available on our website ([www.htcs.org.uk](http://www.htcs.org.uk)) or from the College and should be returned to the Headteacher, Mr Mark Tilling. Should prospective candidates wish to visit the College please contact Helen Meggs, Headteacher's PA at the college.

**Closing date: Thursday 22<sup>nd</sup> November 2018, 12noon**

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# A Message from the Headteacher

November 2018

Dear Applicant

I would like to thank you for showing an interest in the post of Second in Communications within our Communications Faculty and if you decide to apply then you are taking the first steps in becoming a valuable member of my staff at High Tunstall College of Science at an exciting time in the College's history.

I have been Head Teacher of the College for over 8 years and see the inclusive, student centred approach paying dividends in terms of achievement and destinations. This was recognised by Ofsted in June 2016 when we received a "Good" rating for the first time in the College's history. Something we are very proud of and want to improve on.

As Headteacher I have three key principles in education, and these are as true for staff as they are for students. They are honesty, respect and equal opportunity. As a member of my team you will be treated with respect and given the opportunity to excel in your career and achieve your own personal goals during your time at the College. In return I expect all my staff to treat students with respect and give them a fighting chance in life by giving them all equality of opportunity by making sure all barriers to their learning are removed wherever possible. It will of course be the successful candidate's job to ensure this respectful and inclusive culture is adhered to in regards to students with additional and complex needs. This is a job for a person who truly believes in young people and the fact that every single student has a need to be met. The successful candidate needs to be committed to the whole and every student in the community of High Tunstall College of Science.

The third principle is as important as the others, if not more so. I believe that a successful educational culture is only possible when all in that community have open and honest discussions. I do not believe in shying away from the big decisions about student's education or the awkward discussions with staff regarding student performance. I actively encourage this robust dialogue so everyone knows their own challenge in ensuring the College improves even further.

The successful candidate will be joining a faculty that is central to our future success as a College and it is essential that students are at the heart of your philosophy. This post will be demanding in keeping up with the needs of our very talented and active students. As a College we continue to INSPIRE our students to engage in their studies with the correct level of SUPPORT which leads them to ACHIEVE their own personal goals in an exciting learning environment. We want you to be part of that inspiration and support as I am constantly amazed by the way our students engage in all the activities on offer. We are proud of their achievements and celebrate them all widely.

High Tunstall College of Science has a really exciting future, in September 2016 we introduced our new House System and the builders have now set up on our site and have started the building work for our brand new state of the art facility which we plan to move into November 2019. Over the summer we completed substantial work with in the "retained building" – D block. Following on from the roofing last year we have now replaced all the external doors and windows, remodelled the student toilets and remodelled the entrance and classrooms. Further work is to be undertaken in Summer 2019.

The GCSE results this year have been impressive with all substantive measures that the Government sets seeing a rise in performance. The hard work we have done over the past few years is really paying dividends. Individually students have done exceptionally well and are able to progress on to their chosen course/apprenticeship and employment opportunities.

In addition to the mainstream education provision at High Tunstall College of Science we have an additional resource provision for 20 students who have medical & physical difficulties and Autism. On site we also have an extensive provision for these students, individual support, hydrotherapy pool and personalised timetables to name a few. All our students that have an additional placement are a full member of the High Tunstall community and have a timetable that engages them in all or some of the mainstream timetable. We pride ourselves in meeting the needs of all.

High Tunstall College of Science is a great place to work. Fantastic young people and colleagues who support each other are the key features of the College. As a member of our staff you will be an automatic member of our Life Centre, our onsite community gym and swimming facility, ensuring we look after your wellbeing as well as our students.

We have developed our relationships with our parents/carers and the local community and believe that these relationships have blossomed over the last year. We want and desire to be the heart of the community and I am determined in this drive.

If you wish to find out more about High Tunstall College of Science I would like to encourage you to visit our website [www.htcs.org.uk](http://www.htcs.org.uk). Of course another way to find out if HTCS is for you is to visit and this can be arranged through Mrs Helen Meggs, Headteachers PA.

If choose to apply for the post then I look forward to receiving your application.

Yours faithfully

**Mark R Tilling**  
**Headteacher**

# A message from the Faculty Leader

Dear Applicant,

Firstly, I would like to extend my thanks for the interest displayed in becoming a part of the Communications Faculty at HTCS. You would be joining a large and committed team of specialist English teachers, who work hard to inspire and support students in order that they achieve their potential. We are looking for an outstanding leader and practitioner to act as Second in Faculty. Responsibilities would include develop schemes of work and resources, data analysis, quality assurance and working to bring about the vision for the faculty. This is an exciting opportunity to be an integral part of an ever improving faculty, where expectations of students are high and we strive to support all to achieve their potential.

At the forefront of our philosophy is a desire to ensure all of our students enjoy and succeed and we devote a considerable amount of faculty time to developing and sharing good practice. Engaging students in purposeful learning experiences is the key to outstanding progress and we place importance on using a range of teaching and learning strategies in order to ensure we cater for all. Students at High Tunstall say they 'Enjoy English' and this is a testament to the dedication and enthusiasm of the staff within the Faculty.

The Faculty consists of eight full-time and one part-time staff member. Classrooms are situated in Curie block with the Independent Learning Hub, our Learning Resource Centre, which is used for small group interventions and our extra-curricular Reading and Creative Writing Clubs. The Independent Learning Hub includes a library area and lecture style theatre. Each full time staff member has their own classroom and there are also two intervention rooms for smaller group work.

High Tunstall is fully comprehensive and has a range of abilities, which are streamed into two mirror populations and taught in ability groupings. We currently have students from Year 7 to Year 11 and deliver GCSE English Language and Literature and GCSE Media, using the AQA Examining Board. It would be expected, that the candidate who is successful, would teach a range of abilities from Year 7 to Year 11 and play a part in the development of the Faculty, with particular focus on outstanding teaching and learning.

The Communications Faculty is a collaborative Faculty who work together as a team. We would like to employ a new team member who is forward thinking and ambitious, enthusiastic and personable, self-reflective, able to forge good relationships with students, parents and staff alike, and, most importantly, an excellent practitioner.

A tour of the Communications Faculty may be arranged upon request.

Yours faithfully

**Sarah Forster**  
**Communications Faculty Leader**

## **General College Information**

High Tunstall College of Science is a school that serves the community of North West of Hartlepool and its surrounding villages. We are a truly inclusive college and the governors and staff of HTCS strive every day to ensure that the very best education is provided for all.

At the heart of our ethos is the belief that it is our duty to inspire and support students, so that they achieve the very best that they can. This ambition has led to a dramatic improvement in the quality of teaching and learning across the college over the past 18 months. Every child has the right to be taught by teachers that are good and outstanding and to achieve this we provide comprehensive professional learning and development that is bespoke to the needs of individuals within the staff. The results of good teaching can be seen in all aspects of school life and therefore our attendance, achievement and behaviour have all improved.

Inspirational teaching is matched by the range of extra-curricular opportunities that are available for our students. These opportunities range from trips to New York to Top of the Bench Chemistry visits at the University of Teesside. These experiences are critical for the development of the students in our care and we try to ensure that all access as many opportunities as possible.

Inspiring teaching and opportunities can only be effective when placed within the context of a supportive curriculum and we pride ourselves on the breadth, challenge and quality of our offer. We offer a wide range of qualifications that prepare students for life post 16 whether they intend to follow an academic or vocational route. We are also confident that our KS4 curriculum will meet the demands of the new rigour in imminent changes to examinations and performance tables.

Our support goes beyond the curriculum and encompasses a wide range of systems and networks to help students navigate their way through college and adolescence. We are proud of the care and guidance that we provide for our most vulnerable students, but equally proud of the opportunities that we provide for our most able. This support, alongside quality teaching is helping us to close the gaps that are such an issue nationwide.

The High Tunstall community is based upon the principle that as a group of individuals we inspire each other and support each other, so that we all achieve. This principle underpins daily routines and practice, which has led to a community that is mutually respectful, offering an equal balance of support and challenge that leads to success for all.



# High Tunstall College of Science

## Second in Communications Job Description



### 1. INTRODUCTION

**Name:**

**POST TITLE:** Second in Communications Faculty

**SALARY:** MPS/UPS + TLR2A

**Post Purpose:**

- a) To act as the Second in Faculty and deputise for the Faculty Leader when necessary
- b) Monitoring and evaluating subject assessment data across the Faculty, identifying trends in student performance and related issues for development and implementing strategies for improvement.
- c) Monitoring and evaluating behaviour and attendance data across the Faculty and identifying trends in student performance and issues for development and implement strategies for improvement.
- d) Encouraging students' motivation and enthusiasm in order to create resilient and independent learners
- e) Working alongside the faculty Leader to develop a curriculum that is fit for purpose for our students and that meets statutory requirements
- f) Monitoring the classes of all teachers within the faculty and identify underperformance and implement strategies to ensure improvement

**Reporting to:** Faculty Leader

**Working Time:** Full time as specified within the STPCD

**Disclosure level** Enhanced DBS

### 2. TEACHING

- To teach students according to their educational needs identified through data analysis and identified need e.g., the Inclusion Register, including the setting and marking of work to be carried out by the student in college and independent learning (homework).
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records in the agreed Teacher Planner.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and our english specialism are reflected in the learning / teaching experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the course / programme of study.
- To maintain discipline in accordance with the college's Behaviour for Learning procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and



<p>independent learning (homework).</p> <ul style="list-style-type: none"> <li>• To undertake assessment of students as requested by external examination bodies, faculty / subject team leader and college procedures.</li> <li>• To mark students' work with a level / grade and give written / verbal and diagnostic feedback as required.</li> </ul>
<p><b>3. OPERATIONAL/ STRATEGIC PLANNING:</b></p>
<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the teams to which you belong.</li> <li>• To contribute to the teams' development plans and their implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to the whole college's planning improvement activities.</li> </ul>
<p><b>4. CURRICULUM PROVISION:</b></p>
<ul style="list-style-type: none"> <li>• To assist the Faculty Leader and the College Development Group to ensure that the curriculum area provides a range of teaching which complements the college's strategic objectives.</li> </ul>
<p><b>5. CURRICULUM DEVELOPMENT:</b></p>
<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the college's Vision and Strategic Objectives.</li> </ul>
<p><b>6. STAFFING:</b></p>
<ul style="list-style-type: none"> <li>• To take part in the college's staff development programme by being an active member of a CPD Improvement Team to further training and professional development.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective involvement of inclusion assistants, when supporting the delivery of your lesson, and incorporate their work into lesson planning.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the college.</li> </ul>
<p><b>7. QUALITY ASSURANCE:</b></p>
<ul style="list-style-type: none"> <li>• To help to implement college quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of your teams' work in line with agreed college procedures, including evaluation against quality standards and performance indicators / baseline data. To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of study.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the college.</li> </ul>
<p><b>8. MANAGEMENT INFORMATION:</b></p>
<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to date information for the college's Management Information System, registers, statement reviews etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform learning and teaching.</li> </ul>

<b>9. COMMUNICATIONS &amp; LIAISON:</b>
<ul style="list-style-type: none"> <li>• To communicate effectively with the parents/carers of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the college e.g., Social Services</li> <li>• To follow agreed policies for communications in the college.</li> <li>• To take part in liaison activities such as parents' evenings, tutor days and liaison events with partner primaries and FE Colleges.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>10. MANAGEMENT OF RESOURCES:</b>
<ul style="list-style-type: none"> <li>• To assist the Faculty Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the students, college and the faculty.</li> </ul>
<b>11. PASTORAL SYSTEM:</b>
<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate colleague(s) to problems experienced by students and to make recommendations as to how you can support possible solutions.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to the content and delivery of PSHCE and citizenship and enterprise according to college policy.</li> <li>• To apply the Behaviour for Learning systems so that effective learning can take place.</li> </ul>
<b>12. COLLEGE ETHOS:</b>
<ul style="list-style-type: none"> <li>• To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the college in meeting its legal requirements for a daily act of collective worship.</li> <li>• To promote actively the college's corporate policies.</li> <li>• To comply with the college's Health and Safety policy and undertake risk assessments as appropriate.</li> </ul>
<b>3. ADDITIONAL DUTIES:</b>
<p>Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

#### **4. SIGNATURES:**

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed** \_\_\_\_\_

**Postholder**

**Dated** \_\_\_\_\_

**(Postholder)**

**Signed** \_\_\_\_\_

**(Headteacher)**

**Dated** \_\_\_\_\_

**(Headteacher)**



## Person Specification for Second in Communications Faculty

Attributes	Essential	Desirable	Assessment
Qualifications and Training	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree</li></ul>	<ul style="list-style-type: none"><li>• Evidence of Continuing Professional Development linked to curriculum development</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of leading and managing colleagues</li><li>• Experience of developing the curriculum for all</li><li>• A consistently good or outstanding practitioner capable of generating high student outcomes at secondary level</li><li>• Evidence of supporting students through key transitional periods of the lives</li><li>• At least three years teaching experience</li></ul>	<ul style="list-style-type: none"><li>• Experience of managing staff</li><li>• An understanding of timetabling support</li><li>• Be able to demonstrate strategies to raise attainment across the College</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li><li>• Interview</li><li>• Teaching task</li></ul>
Knowledge and Understanding	<ul style="list-style-type: none"><li>• Clear understanding of planning differentiation into the curriculum</li><li>• Understanding of how to develop the use of ICT, numeracy and literacy across the curriculum</li><li>• Understanding of how to use data to inform planning</li><li>• Understanding of the OFSTED framework, particularly with reference to teaching</li></ul>	<ul style="list-style-type: none"><li>• Sound knowledge of the national agenda in regards to Curriculum change</li><li>• Understanding of how to implement and monitor academic progress</li></ul>	<ul style="list-style-type: none"><li>• Letter of application</li><li>• References</li><li>• Interview</li><li>• Teaching task</li></ul>
Skills and Personal Qualities	<ul style="list-style-type: none"><li>• To lead by example</li><li>• Highest standards of professional conduct</li><li>• Ability to form positive relationships with students, adults and parents</li><li>• Ability to inspire and manage a team</li><li>• Able to communicate effectively orally and in written form</li><li>• Ability to prioritise and time manage effectively</li><li>• Ability to use ICT packages and systems</li></ul>	<ul style="list-style-type: none"><li>• Ability to liaise with different groups to achieve a positive outcome</li><li>• Positive approach to problem solving</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Letter of application</li><li>• References</li><li>• Interview</li></ul>

# Making your application

- If you would like more information or wish to see the College in action, please contact Helen Meggs (Headteachers PA on 01429 261446) or email [hmeggs@hightunstall.hartlepool.sch.uk](mailto:hmeggs@hightunstall.hartlepool.sch.uk)
- Curriculum Vitae is not required
- Candidates are asked to complete fully a High Tunstall Application Form (teaching posts) available on the College Website
- You are asked to enclose a letter as part of your application of no more than 2 A4 sheets explaining your career to date and what makes you right for our post of Second in Communications Faculty.
- We look forward to receiving your application by **12 noon on Thursday 22<sup>nd</sup> November 2018**, ideally via email to [hadmin@hightunstall.hartlepool.sch.uk](mailto:hadmin@hightunstall.hartlepool.sch.uk) or posted to Mrs H Meggs, High Tunstall College of Science, Elwick Road, West Park, Hartlepool, TS26 0LQ

**The College has adopted the principles of Safer Recruitment and will safeguard and promote the welfare of children and young people and expects all staff and volunteers to do the same. If successful, you will be subject to an enhanced DBS check.**