



# HUDDERSFIELD NEW COLLEGE

Applicant Information Pack - Teaching





# WELCOME

Dear Applicant,

Welcome to your potential future career with Huddersfield New College – or as we are more often known, HNC!

I would like to thank you for your interest in one of our current teaching positions. This short pack shares more about the position and our award-winning College.

Our outstanding teaching staff are at the heart of the nationally leading results our students achieve. Each year over 1200 young people graduate from HNC and progress on to their next step, having achieved their academic potential and the grades that enable them to realise their ambitions.

Now is an incredibly exciting time to be joining our vibrant and diverse College community. As a teacher you will be part of the TES Sixth form College of the Year and be part of an enthusiastic teaching team who all share a genuine commitment to seeing young people achieve their dreams, sometimes in the face of some real challenges.

Our support to ensure our young people succeed is extensive. We ensure that each and every individual student can take advantage of the exceptional opportunities on offer through a comprehensive package of support. Our young people are genuinely well behaved, respectful and polite individuals who want to attend College and want to learn. This pack shares a little more about how our pastoral care and support systems ensure that students can benefit from our outstanding academic experience.

I am proud to be HNC, and be part of a team of diverse staff with a common goal: to make a positive difference to the lives of young people. Working here can be at times demanding, but also incredibly inspiring and rewarding.

We recognise and reward their exceptional hard work, and fully support our colleagues. You can expect to be joining a welcoming teaching community, with first class CPD, and fantastic resources to carry out a first class job. If you are inspired by the moral purpose to our work, and feel you have the skills to ensure our young people can benefit from a world-class educational experience, we would love to hear from you.

Finally, I would like to say that I do appreciate the time it can take to apply for jobs. If you do decide to apply, I appreciate your investment of time, and whatever the outcome, I wish you well in the future.

Yours faithfully,

A handwritten signature in black ink that reads "Angela Williams". The script is cursive and fluid.

Angela Williams OBE  
Principal



# ABOUT HUDDERSFIELD NEW COLLEGE

Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019, an Ofsted outstanding provider and the Number 1 Organisation in the UK for Equality and Diversity.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

HNC is unique, with nationally leading results. This short summary information provides some background information you may find useful in relation to your application for one of our positions.

## **A UK leading, award winning institution**

We are an Ofsted outstanding institution, with a range of awards that reflect how our young people enjoy an experience that ensures they achieve their ambitions. Points of interest include:

- Our Class of 2019 achieved record breaking results with a 100% pass rate at A Level and BTEC and a 68% high grade rate (A\*-B or equivalent)
- For four years running we have been named the UK Organisation of the Year for Equality and Diversity in the National Centre for Diversity Grand Awards – against competition from large public sector organisations and blue-chip companies
- In 2019 we have been named as the Sixth Form College of the Year 2019, and our Principal, Angela Williams was named UK Leader of the Year 2019 at the Educate North Awards
- Nearly 8 in 10 of our students progress to university, despite the fact that 35% of our young people come from deprived backgrounds
- 95% of our students and parents would recommend HNC to others

## **An outstanding, diverse choice of study programmes**

Our College offers young people a huge range of study options. Although HNC is an academic sixth form college, our curriculum offer includes Level 1 and Level 2 programmes, with young people on these programmes often remaining at College to progress to Level 3.

Uniquely, students can opt for a mixed study programme and can combine A Level and BTEC qualifications. The majority of our BTEC qualifications are available as 1, 2 or 3 A Level equivalents meaning they can be studied as full-time programmes or alongside A Levels.

Students at HNC often choose to combine a mix of A Level and BTEC qualifications. More academically able students are stretched and challenged through our Aspire programme which provides the inspiration, support and cultural experiences that ensure students can compete for places at leading universities and degree level apprenticeships.

This flexibility in study programmes ensure our students flourish and succeed. Our progression rates from BTEC to university is nearly twice the national average and our high-grade rates (A\*-B, or equivalent) in 2019 was 68%.



### **Supporting students to succeed**

We understand that happy students are ones that succeed. As a teacher, you can expect students to be fully supported inside and out of the classroom.

Our pastoral provision is outstanding. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place that ensure any identified achievement or behaviour concerns are identified, with in house support including a Student Welfare Officer and Mental Health Champion.

Student behaviour is excellent. Our young people want to learn, attendance is excellent and our young people are enthusiastic and motivated to achieve, offering our teaching staff a pleasant and inspiring working environment.

Our young adults are given freedom to grow and mature, whilst learning in an environment that is safe and secure. Our safeguarding systems for supporting at risk students are robust. Parents/ Carers remain an important part of a student's educational journey, with regular Parent Evenings and an online portal which allows them to log in to keep up to date with progress.

### **The Campus and teaching facilities**

Our fantastic facilities support an outstanding experience for our students through facilitating outstanding learning opportunities. Onsite facilities include a Sports Hall, and Sports Barn, Multi Gym, Media Editing Suite and a Childcare and Education Suite. Recent investment saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre.

In summer 2019 we created a new Lecture Theatre space to accommodate our growing number of external visitors and speakers.

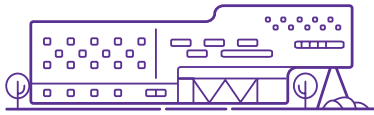
HNC is located in an area of stunning natural beauty, and our classroom spaces undergo a programme of regular investment and refurbishment.

All departments have dedicated curriculum offices for staff, along with a main Staff Room for staff.

### **Curriculum structures and recruitment**

All subjects are part of curriculum area with a Head of Department reporting directly into our Vice Principal. Depending upon the size of the area, the department will also have Course Leaders for subjects. Where possible subjects are taught in their curriculum areas within dedicated Campus buildings.

All teaching staff support the recruitment of students and are given opportunity to inspire future applicants. Led by a Marketing and Schools Liaison team, teachers are given opportunity to meet prospective students at onsite taster days, Open Evenings and through dedicated activity such as taster sessions. HNC is an oversubscribed College.



### **Teaching inspiration**

We are proud of the wide range of CPD and teaching inspiration and support available. Our teaching staff benefit from College wide CPD including visiting speakers, departmental meetings and events and Teacher Learning Communities to share excellent practice.

### **Being an HNC colleague**

HNC is genuinely a supportive and welcoming place to work. We understand that happy, healthy staff are ones that can excel in their work. Working at a College can be really demanding, but we also believe that a work life balance for employees is vital. HNC is an incredibly rewarding environment where you will be part of something that transforms lives! You can expect:

- Support for health and well-being including a Staff Well-Being Programme which offers activities such as Christmas wreath making, a charity running club and social events
- Childcare Support Scheme
- Ample free onsite parking, and a pleasant working environment
- Staff voice is crucial at HNC, and we run regular surveys and panels and work closely with the relevant unions
- Access to an external counselling service and our onsite services for students such as Locala

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## Application Guidance

The Job Description details the duties and responsibilities of the post. The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.

**Essential** The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

**Desirable** Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

### Other information

Huddersfield New College is 'Disability Confident Leader' employer and we are committed to fulfilling the disability provisions of the Equality Act 2010. We will make reasonable adjustments to enable a shortlisted candidate to attend the interview. We are committed to equal opportunities and safeguarding young people. Applications are welcomed from all sections of the community.

Please note that references may be requested from your current and previous employers for shortlisted candidates, in advance of interview dates.

*Information regarding recruitment and selection policies is available on our website*  
<https://www.huddnewcoll.ac.uk/about-us/job-opportunities>



## Job Description

<b>Job title</b>	Subject Teacher
<b>Job reference</b>	HS2021/13
<b>Team</b>	The post holder will be a member of the Sport, Health and Early Years Department.
<b>Line Manager</b>	Head of Faculty
<b>Remuneration*</b>	SFC Pay Spine NSP 1 – NSP 9 (currently £25,384 to £41,428)
<b>Contractual*</b>	12 months Fixed Term Contract (Maternity cover) Full time, 1.0 FTE

\* valid at date of appointment

### Overall Focus: Realising the College's Vision

All teaching staff are expected to contribute fully to the shared objective of remaining an outstanding sixth form college providing an outstanding sixth form education for all students, as detailed in the College's vision: *To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.*

### Key focus of the specific role:

1. To teach a caseload of students in accordance with allocated College timetable.  
\* *Weekly class contact time is 23.5 hours for a 1.0FTE position*

### Duties and Responsibilities

In the first instance, your duties and responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed, by the Head of Department or the Senior Leadership Team, as appropriate.

### Setting high expectations

1. Actively promote the College's ethos of high expectations and high challenge with powerful support.
2. Be a role model for excellent attendance, punctuality to lessons and personal and professional conduct.

### Planning, teaching and the promotion of learning

1. Ensure lessons are differentiated to meet the individual needs of all students.
2. Work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs.
3. Use a variety of teaching strategies, which involve planned formative assessment and active learning strategies. Seek to ensure the interests of students are engaged and sustained through the provision of a clear structure for lessons, maintaining pace, motivation and challenge.
4. Encourage students to think and talk about their learning, develop self-control and independence, concentrate, persevere and listen attentively.
5. Actively develop and maintain a stimulating classroom learning environment and contribute positively to a vibrant departmental learning environment.
6. Plan and work in accordance with subject area schemes of work and examination specifications.





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7. Develop and distribute (using virtual platforms as appropriate) high quality course materials and resources which promote students' learning and engagement.
8. Establish and sustain effective relationships that promote learning, whilst maintaining a purposeful and positive atmosphere in the classroom through the clear communication of HNC's high expectations.
9. Set learning in the context of what has gone before and what is to come next and make clear what it is intended to achieve.
10. Monitor and intervene when teaching to ensure effective learning and maintain a safe environment in which students feel confident.
11. Implement student disciplinary procedures in line with the College's Behaviour and Attitudes for Learning Policy.
12. Self-evaluate teaching critically to improve effectiveness.
13. Keep full attendance records sending electronic class attendance data promptly via CEDAR.

### Monitoring, assessing and reporting student progress

1. Assess academic performance in the light of previous achievement to enhance the value added outcomes of all students.
2. Assess how well learning outcomes have been achieved and use them to improve specific aspects of learning and teaching.
3. Assess students' work in accordance with the College's assessment expectations and awarding body assessment objectives and mark criteria.
4. Assess and record students' progress systematically and keep records to check work is understood and completed, to monitor strengths and weaknesses, to inform planning and to recognise the grade / level at which the student is achieving.
5. Undertake regular formalised reviews of students' progress, in line with the College's Progress Monitoring Points.
6. Set sufficient work for formal assessment such that students' understanding can be regularly checked and so that they can be fully prepared for the demands of public examinations and / or coursework.
7. Mark, monitor and return work within a reasonable and agreed timeframe, providing constructive oral and / or written feedback that clearly indicates strategies for improvement so that students are clear as to how to move to the next grade / level.
8. Provide regular opportunities for students to reflect upon their academic performance and encourage them to take responsibility for their own progress; provide targeted intervention and additional support for students who are significantly underperforming.
9. Keep Progress Tutors informed about their tutees' progress through proactive use of the CEDAR log and by attending meetings as appropriate or as directed by the Head of Department or Senior Leadership Team.
10. Keep students' and families / carers informed about their progress via formal Progress Monitoring Points, at formal Parents Evenings in accordance with the College Calendar, by proactively using the CEDAR log and by contacting home or attending meetings, as appropriate or as directed by the Head of Department or Senior Leadership Team.

### Enriching the learning experience

1. Contribute to departmental provision of subject enrichment activities, as agreed with the Head of Department.

### External relationships and liaison

1. Participate in activities aimed at the recruitment, enrolment and induction of students; these include attendance at Open Days / Evenings / Mornings (including very occasional Saturdays),



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- supporting school liaison activities, interviewing of new students, and helping to finalise Programmes of Study at enrolment.
2. Contribute to the development and delivery of the marketing and promotion of the course and department, including participation in additional school liaison activities relevant to the course / department.
  3. Take an active part in the internal and external verification of the course, as appropriate.

### Wider contribution to HNC

1. Operate at all times within the stated policies and practices of the College and actively promote them
2. Play a full part in the life of the College, to support its distinctive mission and ethos and to encourage other staff and students to follow this example
3. Accept the shared responsibility of all colleagues for student behaviour through collective oversight of the College during the College day, helping to maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety.
4. Work co-operatively with other staff in the College, as relevant, to implement the College's annual Quality Improvement Plan.
5. Maintain effective working relationships with others and set a good example through personal presentation and personal and professional conduct.
6. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Line Manager or the Senior Leadership Team.
7. Participate in arrangements made for the annual self-assessment of the performance of the departmental area
8. Participate in arrangements made for the appraisal of individual performance, in the context of the College's Professional Development Review cycle.
9. Participate in appropriate further training and professional development, both internal and external, to update professional practice, reflecting individual needs identified during the Professional Development Review process, and/or departmental or whole College quality improvement goals, identified through the annual self-assessment process.
10. Be familiar with the College's Health and Safety Policy, Child Protection Policy and Safeguarding procedures and the Prevent Strategy and Risk Assessment action plan and implement them as appropriate, both when on the College premises, and when on authorised off-site College activities.
11. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulations.
12. Play a co-operative and supportive role within department area, and the College as a whole, through the sharing of good practice, and mentoring / coaching activities for less experienced staff, where this is appropriate.
13. Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled in the annual College Calendar and for teachers the annual Working Time Document too.

## Job Description

Person Specification	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
A good honours degree or equivalent in a relevant subject	√		Application
A recognised teaching qualification (e.g. PGCE, Cert Ed); or working towards a recognised teaching qualification; or a willingness to complete a recognised teaching qualification	√		Application
<b>Experience</b>			
Knowledge of active learning and teaching styles	√		Application/Interview/References
Recent experience of teaching the subject		√	Application/References
Successful record of teaching including very good exam results in one or more of KS4 and KS5		√	Application/References
Experience of examining subject		√	Application/References
Experience of curriculum development and review		√	Application/Interview/References
<b>Skills and Knowledge</b>			
Very good classroom practitioner, or potential to be	√		Application/Interview/References
Ability to devise new resources for learning, including e-resources	√		Application/Interview/References
Competence in the use of ICT	√		Application/Interview/References
Able to use interactive ICT systems for learning and teaching		√	Application/References
Ability to contribute positively to teams, share ideas and develop resources co-operatively	√		Application/References
Ability to be resilient, adaptable and flexible	√		Application/Interview/References
Effective inter-personal and communication skills (written and verbal) Excellent organisational and administrative skills, with the ability to manage own time and meet demanding deadlines	√		Application/Interview/References
Ability to offer enrichment and contribute to wider college life		√	Application/Interview/References
<b>Attitude and Personal Qualities</b>			
A passion for the subject	√		Application/Interview/References
Ability to engage with students, inspiring learning and promoting success	√		Application/Interview/References
Evidence of dynamic and innovative practice	√		Application/Interview/References
Commitment to learning and teaching as first priority	√		Application/Interview/References
Commitment to valuing the individual and boosting their self-belief and worth – an unconditional positive regard for young people	√		Application/Interview
Commitment to high standards and expectations – no accepting of second best in students and staff	√		Application/Interview/References
Commitment to professional learning and institutional improvement	√		Application/Interview/References

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Commitment to professionalism, sharing, teamwork and collaboration	√		Application/Interview/References
Commitment to high professional and personal standards of work and conduct	√		Application/Interview/References
© Commitment to HNC Vision and Values	√		Application/Interview/References
© Commitment to the Safeguarding of young people	√		Application/Interview/References
© Commitment to Equality and Diversity	√		Application/Interview/References
© Suitable to work with children	√		Enhanced DBS Clearance/References

© Core requirement for this job