



HAILSHAM COMMUNITY COLLEGE
ACADEMY TRUST

'Be the very best you can be'

KS2-KS3 Teacher

APPLICANT INFORMATION

PACK



Battle Road, Hailsham, East Sussex, BN27 1DT

Tel: 01323 841468

E-mail: job.vacancies@hccat.net



KS2-KS3 Teacher

Please find enclosed:

- **Letter from the Executive Principal**
- **Job Description**
- **Person Specification**
- **Department Information**





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Dear Applicant

Thank you very much for your enquiry for the post of KS2 – KS3 Teacher at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is an historic market town close to the large and vibrant towns of Eastbourne and Brighton, with some of the most spectacular scenery in England on its doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy and as a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new Primary and Pre-school provision within the town. In September 2019 we opened a brand-new school approximately a mile from the Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, learners and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be 'good' throughout. Since then, our mission has been to progress from 'good' to 'outstanding'.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the College prior to completing an application form. If you would like any further information or would like to arrange a visit, please telephone us to arrange an informal visit.

If you do apply and wish to know if your application has been unsuccessful, we regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours faithfully

Phil Matthews
Executive Principal



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Job Description

Job Title:	KS2-KS3 Teacher
Line Managed by:	Head of School
Salary:	TPS
Date:	November 2021

Job Purpose

To carry out the professional duties of a teacher and in accordance with the school's policies under the direction of the Head of School.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching strategies which support the implementation of the curriculum.
- setting tasks which challenge students and ensure high levels of interest.
- setting appropriate and demanding expectations.
- identifying clear targets that support the progress of students.
- identifying SEND to ambition students.
- providing clear structures for lessons maintaining pace, motivation and challenge.
- making effective use of assessment and ensure coverage of schemes of work.
- ensuring excellent teaching which maximises student potential.
- maintaining discipline in accordance with the school's procedures.
- encouraging excellent practice with regard to punctuality, behaviour, standards of work and home learning.
- using a variety of teaching methods to: match approach to content, structure

information, present a set of key ideas and use appropriate vocabulary, use effective questioning.

- select appropriate learning resources and develop excellent study skills
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- evaluating own teaching critically to improve effectiveness.
- ensuring the effective and efficient deployment of classroom support
- taking account of students' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies.
- encouraging students to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- using a variety of teaching strategies which involve planned adult intervention and first-hand experience.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- mark and monitor students' work and set targets for progress.
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- undertake assessment of students as requested by examination bodies, departmental and school procedures.
- prepare and present informative reports to parents and carers.

Other Professional Requirements

- have an excellent working knowledge of teachers' professional duties and legal responsibilities.
- operate at all times within the stated policies and practices of the school.
- have excellent knowledge of subject(s) or specialism(s) to enable effective teaching.
- take account of wider curriculum developments.
- establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- endeavor to give every child the opportunity to reach their potential and meet high expectations.
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit

of the school and students.

- contribute to the everyday life of the school through excellent participation in meetings and management systems necessary to coordinate the management of the school.
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- take responsibility for own professional development and duties in relation to school policies and practices.
- liaise effectively with parents and governors.

Whole College

- Take on role as mentor within a house group.
- Ensure that college policies are fully implemented and followed.
- To contribute to fostering a positive House ethos.
- Actively support strategies for prioritising high achievement based on student prior attainment.

Teachers are expected to undertake any other duty as the Executive Principal or Head of School may determine within the remit of the National Pay and Conditions document or within any other national or local agreement it may supersede.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a regrading of the post



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Person Specification		
Job title	KS2-KS3 Teacher	
Line Managed by:	Head of School	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level or equivalent• Qualified Teacher Status	<ul style="list-style-type: none">• Evidence of continuing professional development
Experience and Skills	<ul style="list-style-type: none">• Evidence of excellent Key Stage 2/3 classroom practice.• An excellent understanding of recent developments in the all-through curriculum.• An excellent knowledge of the particular requirements of delivering education to students with SEND and additional vulnerabilities/needs,• Excellent Knowledge of strategies, which are necessary to promote purposeful learning and progress while safeguarding the health and safety of students.• Understanding of multicultural education and other issues related to ensuring that classroom organisation and practices are not discriminatory.• Ability to plan and prepare programmes of work, appropriately differentiated, for the delivery of the curriculum to	<ul style="list-style-type: none">• Experience as a classroom teacher upper key stage 2/lower KS3.• Experience of having led a subject area within a school.

	<p>children in the primary school age range.</p> <ul style="list-style-type: none"> • Ability to assess the needs of individual students and maintain appropriate records for the purpose of continuity and progress in curriculum areas. • Ability to select appropriate resources to create a stimulating learning environment. • Ability to relate and communicate in an excellent manner with parents/carers and encourage their participation in their child's education. • Ability to direct the work of a teaching assistant. • Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the college. • Excellent inter-personal skills • Excellent time and task management skills. • Ability to work under pressure and to deadlines. • Ability to use data effectively in setting targets and understanding student progress. 	
Professional Knowledge	<ul style="list-style-type: none"> • An excellent understanding of the essential qualities necessary for excellent teaching and learning. • An excellent understanding of assessment and curriculum approaches to phonics. • Up to date knowledge of statutory regulations and guidance relating to the post. 	<ul style="list-style-type: none"> • An in-depth knowledge of the most recent Ofsted framework.
Commitment	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Safeguarding • equalities • promoting the school's vision and ethos. This includes being part of an all-through school • An excellent and stimulating learning environment 	

	<ul style="list-style-type: none"> • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development 	
Work-related personal qualities	<ul style="list-style-type: none"> • Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and raising standards • Demonstrate personal and professional integrity, including modelling values and vision • Commitment to support the aims of the HCC Academy Trust • Flexible and able to manage workload and completing deadlines, prioritising appropriately, using initiative and maintaining good humour • Evidence of commitment to and understanding of collective responsibility 	