



HAILSHAM COMMUNITY COLLEGE
ACADEMY TRUST

'Be the very best you can be'

Teacher of English

APPLICANT INFORMATION PACK



Battle Road, Hailsham, East Sussex, BN27 1DT

Tel: 01323 841468

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TEACHER OF ENGLISH

Please find enclosed:

- **Letter from the Head of School**
- **Job Description**
- **Person Specification**
- **Department Information**





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Welcome from the Head of School Natalie Chamberlain

Hailsham Community College is an all through school serving 1,500 students in the secondary phase and approximately 300 students in the primary phase. In the early part of 2018, we were 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.

By way of an introduction, I was appointed as the Head of School for the Secondary phase of Hailsham Community College in June 2023. I have been a part of the Senior Leadership Team since 2014, and as such I am in the unique and privileged position to know our school and community extremely well. I am proud to now be leading our school that serves our vibrant and diverse market town. Our students are amazing young people and deserve the very best education. Whilst the college has experienced a significant period of change and at times turbulence post COVID, we are now on a journey of rapid improvement.

Since our last Ofsted inspection in March 2023, there have been some important changes that have taken place across the secondary phase of the college, including changes to our leadership structure, a revised pastoral structure to ensure we are providing effective support to our students, and a renewed focus on the quality of education and curriculum implementation.

As of September 2023, the college is also being supported by MARK Education Trust, which is formed of two other local schools (Beacon Academy and Uplands Academy). We are choosing to work with MARK Education Trust as both Beacon Academy and Uplands Academy are based in East Sussex and like us, the Trust believes in the importance of schools retaining their unique identity whilst working in partnership. There are many benefits that this will bring to Hailsham Community College, as these links will support us in building on excellent Teaching and Learning throughout the college and will enable us to provide further support for our students as we build capacity and make efficiencies. Our aim is to establish a formal partnership with MARK Education Trust during this academic year.

The role of English Teacher is a fantastic opportunity for an enthusiastic, skilled individual with a proven track record to join our dynamic team and make a positive impact on the future of the college. The subjects within the department are popular throughout all key stages, and this vacancy provides the right candidate with the opportunity to build the department further.

At Hailsham Community College, we know that relationships between staff, students and our wider community are pivotal to our success. We ask that our staff have high expectations, are ambitious for our students, and that they know them well. We pride ourselves on our rigorous focus on the child as a unique individual, including our most disadvantaged and those with SEND. We want to ensure that the lessons that our students receive are personalised and inclusive, enabling them to be actively engaged in their learning.

We want our students to be happy, successful and confident by providing the best possible education for all our students. Whilst academic success is fundamental, at Hailsham Community College we also realise the importance of supporting student wellbeing and providing our students with an education which enables them to develop key social and emotional skills which will give them the foundations for success in the working world. For this reason, our curriculum for our students is rightly ambitious - it is as broad as it is balanced, which was recognised during our most recent Ofsted inspection. Our curriculum is planned to enable students to develop keen interests, a lifelong passion for learning and an impressive, coherent, and cumulative understanding of the world. We have been nationally recognised for our CEAIG provision and strongly value the principle of raising student aspirations through education and experience.

We support our whole community through one consistent message that we refer to as 'The Hailsham Way'.

- **Be Ready** – we expect our students to attend college, be punctual to lessons and present themselves well, both when in college and within the community.
- **Be Safe** – we expect students to conduct themselves in a way which keeps themselves and others safe at all times. We have a strong safeguarding culture and safeguarding at the college is everybody's responsibility.
- **Be Working** – we expect our students to actively engage with their learning. Our teaching and learning principles focus on 'clarity' (making the learning aims and reasons clear), 'thinking' (ensuring students are given time to apply their knowledge and skills) and 'checking' (ensuring students are assessed appropriately to check understanding).
- **Be Respectful** – we expect students to show respect to themselves, to others, and to our environment. We regularly talk to students about what this looks like and ask that all adults model this within the college, regardless of what role they play.

I know that choosing a place to work in is one of the most important decisions you will make for yourself and your family so I thank you for your interest in our school and hope that the above information has enabled you to understand a little more about who we are and what we stand for at Hailsham Community College. We encourage you to visit our college for yourself during this exciting new phase for our school.



Natalie Chamberlain
Head of School



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Job Description	
Job Title:	Teacher of English
Line Managed by:	Head of Department
Date:	April 2025

Teaching and Learning

- To have a direct teaching input to all year groups and ability levels where appropriate within the whole-school timetable
- To assist in developing and implementing a whole-school policy for the teaching and learning of English.
- To assist and work with the teacher responsible for this curriculum area (and other colleagues) in promoting high standards of teaching and learning
- To help maintain and develop the teaching resources within the curriculum area
- To assume an active pastoral role and to promote and encourage high standards of work and behaviour
- To assist with the identification of training needs of both self and others and to contribute to in-service training with particular regard to this curriculum area
- To participate in subject specific testing and assessment of students in all Key Stages and to carry out more detailed assessment as needed
- To assist with an efficient system for monitoring, recording and reviewing the progress within the curriculum area
- To assist in establishing strategies to deal with under-achievement or disciplinary problems within the curriculum area
- To assist with the integration of cross-curricular skills, themes and dimensions both within and outside the curriculum area.
- To co-operate with any support services which may be available both within the academy and from external sources paying regard to the role of other staff and their specific responsibilities
- To ensure that appropriate targets are set, monitored and fully reviewed with individual students on a termly basis.
- To uphold and develop the high standards of care, support and discipline which are crucial to the well-being of the individual students in Hailsham Community College
- To take a lead in their own CPD
- To actively engage in self review as part of Performance Management cycle
- Any other such duty as the Principal may determine within the remit of the National Pay and Conditions Document or within any other national or local agreement which it may supersede

Main Duties

- To teach English throughout the Academy across the age and ability range
- To implement the staff responsibilities as laid out in the English Department Handbook
- To assist in the ongoing review and development of schemes of work
- To work closely with the other members of the English Department and, where required, with colleagues from other Departments
- To support the college ethos and Aims & Objectives.
- To take on the duties of Mentor
- To adhere to and fully implement whole college policies as laid down by the Principal and Governors

Communication

- To attend college briefings, full staff meetings, subject area and House meetings
- Ensure student information is transferred to appropriate staff

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.

Person Specification	
Job Title:	Teacher of English
Line Managed by:	Head of Department

	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"> • Demonstrate experience of improving student outcomes • Understanding of innovative approaches to teaching and learning • Understanding of the National Curriculum and Ofsted Framework • Demonstrable experience of high-quality teaching and learning • Positive effective strategies for behaviour management • Experience of optimising the attainment and progress of students • Ability to use data and ICT effectively to assess performance and raise achievement • Experience of working with children with significant barriers to learning • Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEN / D • Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims 	<ul style="list-style-type: none"> • Experience of having made a significant contribution to the success of a setting through its student outcomes and ethos • Experience as a form tutor /mentor and/or pastoral work • Experience of organising subject-based activities and visits
Teaching and Learning	<ul style="list-style-type: none"> • Outstanding learning secured for students through outstanding teaching and a calm, orderly environment where students can demonstrate excellent engagement with their learning • The need for all students needs to be addressed and for teachers to be able to take risks which facilitate stretch and challenge • Effective, rigorous and sensitive relationships with students that secure positive emotional health and an excellent culture for learning 	
Visions and values	<ul style="list-style-type: none"> • Vision and values aligned with the Academy's high aspirations and high expectations for children, staff and 	<ul style="list-style-type: none"> • Clear understanding of the ethos and strategies to establish

	<p>families</p> <ul style="list-style-type: none"> • Willingness to engage with parents / carers in order to encourage their close involvement in the education of their children • Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism • Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed • Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students • Strong organisational skills • A deep commitment to the safeguarding and wellbeing of all students 	<p>high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge and commitment to relentlessly securing those standards</p> <ul style="list-style-type: none"> • Knowledge of the Academy Strategic Plan and KPIs and the role to be played by the English department
Relationships with Stakeholders	<ul style="list-style-type: none"> • Commitment to working with others to secure the best outcomes for children • Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships 	
Work-related personal qualities	<ul style="list-style-type: none"> • Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people 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 competing deadlines, prioritising appropriately, using initiative and maintaining good humour • Evidence of commitment to and understanding of collective responsibility 	



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English Department – April 2025

Hailsham Community Academy Trust English Department is a dynamic, enthusiastic department; a collaborative approach to teaching and learning is embedded within daily practice and future planning. The Department is committed to continually reviewing and updating units of learning and teaching and learning styles, in order to engage students and facilitate achievement. We believe in providing pupils with an engaging, varied and enriching curriculum. Our skills-based teaching will allow pupils to foster a greater independence in their work and ensure they are fully prepared for the new, more rigorous GCSE. We work towards instilling in our learners a sense of the importance of pursuing continuous learning beyond the classroom and indeed beyond the Academy

Curriculum Offer

We currently offer a 3-year KS3 curriculum and a 2-year GCSE curriculum following the AQA syllabus.

Department Team

Mrs Tracie May – Head of Department
Mrs C Cosham – KS5 Coordinator
Ms M Dunnaway – KS3 Coordinator
Mrs Dara Wakeling – Literacy Lead
Mrs Claire Croud
Mr Matt Maxwell
Mrs Denise Stripp
Mrs Claire Turpin
Miss Erin Lang
Miss Roberta Lee
Mr Gary Page

If you have any questions please contact me as per below.

Tracie May

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Head of Department for English