



ATTENDANCE CLERK

High Tunstall College of Science
Job Pack

Inspire | Support | Achieve

Dear Applicant

Thank you for taking the time to consider becoming a member of our incredible College where the students matter and so do the staff.

Having been Headteacher at High Tunstall College of Science for over 10 years, I am very proud of what we have achieved. We are the school of choice in Hartlepool, with a waiting list in all Key Stage 3 year groups and staffed by well qualified, supportive members of "Team Tunstall".

Our new £18m, state-of-the-art College building opened in November 2019 meaning we now have the facilities to ensure we get the outcomes for young people that they desire. As a College we were first rated **Good** by Ofsted in June 2016, which was reconfirmed in their section 8 visit in July 2021. We are very proud to be recognised in this way.

If you wish to find out more about High Tunstall College of Science I would encourage you to visit our website www.htcs.org.uk. If choose to apply for the post then I look forward to receiving your application.

Best wishes

Mark Tilling
Headteacher

**Introduction
from the
Headteacher**





Our ethos at

High Tunstall

At High Tunstall, our vision is that we inspire and support our learners to achieve their potential. We do this by developing our High Tunstall Learners within our community.

‘As High Tunstall Learners we INSPIRE one another by getting involved, being imaginative and enjoying challenges. As High Tunstall Learners we SUPPORT one another by showing respect, being positive and having pride in our community. Together, as High Tunstall Learners we can ACHIEVE. The High Tunstall Learner – Embrace Every Opportunity’

We develop High Tunstall Learners by instilling our Magnificent 7 character traits within all in our community. There are 3 Personal Development characteristics and 4 Learner Development characteristics which can be seen below...





WELCOME

High Tunstall College of Science is an 11-16 Maintained Foundation School in the west of Hartlepool in the North East of England. The facilities that we have are unbeaten within Hartlepool Secondary Schools and a visit is recommended to see just how good they really are.

The College is proud of its place in the community and under the "Tunstall Active" badge offers much in terms of facilities to all in the town. All of our facilities are accessible to the wider community which include a swimming pool, hydrotherapy pool, community gym, refurbished MUGA and new 3G football pitch.

We are proud of the staff and students of the College and as part of our ethos all College members belong to "Team Tunstall", a restorative and reflective organisation who wishes to support the needs of all. Staff development is key to the success of the College and the Workforce Strategic Plan recognises the importance of everyone at the College.

The College operates a curriculum that is traditional in its design, broad and balanced in its aim and reactive in its nature to local economic and social demands. An inclusive approach plays an important part in our curriculum and our desire to make sure our young people are ready for work in a 21st century economy.

"We are proud of
the staff and
students of the
College."

Mark Tilling
Headteacher





JOB ADVERT IN BRIEF

Attendance Clerk
37 Hours / Term Time Only +10 days
Band 5 (£19,116.04)

HIGH TUNSTALL COLLEGE OF SCIENCE

Elwick Road, West Park, Hartlepool, TS26 0LQ

01429 261446

htadmin@hightunstall.hartlepool.sch.uk

www.htcs.org.uk

11-16 Co-educational comprehensive, N.O.R. 1354 (Foundation Status)

'A GOOD SCHOOL – OFSTED 2016 & 2021'

High Tunstall College of Science is seeking to appoint an outstanding Attendance Clerk. This is a fantastic opportunity to join a dynamic team, which is driving the College forward to continued improvement and success. High Tunstall College of Science is an outward looking college that believes in meeting the needs of all in its community.

As part of the Attendance Team you will be required to deal with Attendance issues and provide administrative and clerical support for the Attendance & Safeguarding Officer and Attendance Student Support Officer's.

The HTCS Application Form and supporting documents for this post are available on the College website: www.htcs.org.uk/vacancies.

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

Closing date: Monday 10th April 2023, 12 noon

STRATEGIC PRIORITIES

STRATEGIC Priority 2 high quality teachers and teaching practices

Our purpose is to ensure all teachers and support staff are skilled and equipped to support optimal, future-focused learning. We will accomplish this by resourcing and implementing high quality teaching practices across all faculties at the College. We will improve the skills, expertise and credentials of our teachers by offering high quality professional development opportunities for all. Our aim is that all teachers and support staff set an example to students as both accomplished educators and lifelong learners.



STRATEGIC Priority 1 engaged, committed and successful students

Our purpose is to increase the level of achievement of all students across the College. We will accomplish this by upholding high expectations, teaching positive behaviour and recognising student success. We will develop student leadership and mentoring opportunities and we will partner with community and service providers to improve student engagement in the College. Our aim is that all students maximise their potential through effective self-regulation and by maintaining high aspirations.



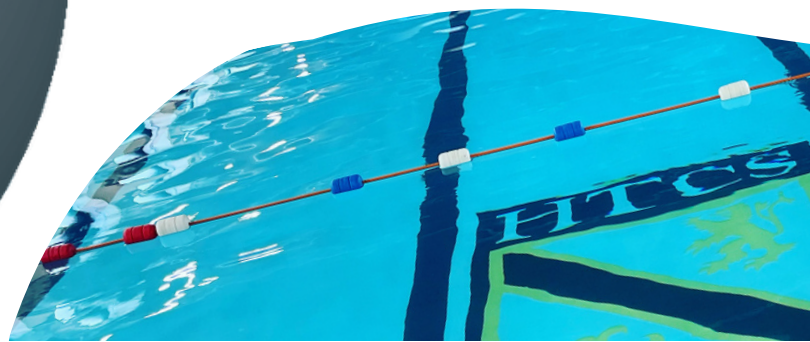
STRATEGIC Priority 3 progressive educational environments and leadership

Our purpose is to develop and maintain effective College leadership focused on continuous improvement. We will accomplish this by improving the physical and learning environments of the College. We will improve access to learning opportunities in all areas of College life. We implement support systems that enhance relationships with our local community and attract and retain students and staff. Our aim is to achieve a self-sustaining and self-improving College community.



STRATEGIC Priority 4 resources used to achieve improved student outcomes and high quality service delivery

Our purpose is to ensure that we effectively utilise all resources deployed at the College. We will accomplish this by ensuring that all resource decision is based upon student need and are financially viable for improving student outcomes. We will ensure all faculties and support services are resourced appropriately for the role they carry out. Our aim is to achieve a financial sustainable College.



JOB DESCRIPTION

Attendance Clerk

Key Purpose of the Post

To provide administrative support to the Attendance Team.

Main Duties

- Under the guidance and direction of Attendance staff and/or senior colleagues;
- Undertake first day contacts of parents/carers
- Provide information regarding student/family circumstances to senior colleagues and schools to enable the planning of appropriate interventions
- Follow through incomplete registrations and reasons for absence
- Escort students to and from lessons as necessary
- Support the College in the application of non-attendance procedures and carry out administrative tasks where necessary.
- Access and update computerised records/management information systems and attendance databases to support work carried out.
- Undertake typing, letter writing, word-processing and other IT based tasks
- Undertake routine administration.
- Operate office equipment e.g. photocopier, computer
- Daily text messaging to parent/carers
- Monitor lesson registers/follow up absences, contact parent/carers as necessary
- Contact parent/carers for student illness during the college day
- Dealing with visitors, receive and make telephone calls, deal with personal enquiries and take-action as appropriate

A full job description is available in supporting documents.

For more information please contact:

Mrs Nicola Benson, Attendance & Safeguarding Officer

nbenson@hightunstall.hartlepool.sch.uk

PERSONAL

Specification



Attributes 	Essential 	Desirable 	Assessment 
Qualifications and Training	<ul style="list-style-type: none"> • 4 GCSE A-C including English • Level 2 Typing Qualification • NVQ Level 2 in Business Administration 	<ul style="list-style-type: none"> • Level 3 Typing Qualification • NVQ Level 3 in Business Admin or relevant equivalent 	<ul style="list-style-type: none"> • Application form • Letter of Application • References
Experience	<ul style="list-style-type: none"> • A minimum of 2 years recent relevant administrative experience including experience of word processing mail merge documents, spread sheets and maintaining records • A minimum of 2 years recent relevant experience of working in a office environment 	<ul style="list-style-type: none"> • Working in a school environment 	<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Applicants should be able to demonstrate good knowledge and understanding of the following areas: • Word, Excel, Powerpoint, Publisher, Email. • Dealing with parents/carers/students in a professional manner 	<ul style="list-style-type: none"> • Knowledge of working with SIMs 	<ul style="list-style-type: none"> • Interview • Letter of Application • References
Skills and Personal Qualities	<ul style="list-style-type: none"> • Professional approach to work • Excellent attendance and punctuality • Ability to work to strict deadlines • High standards of English • Ability to prioritise workload • Positive and proactive attitude to work • Fast and accurate typing ability • Polite manner • Ability to work calmly under pressure • Able to work as part of a team and on own initiative • Approachability • Ability to communicate effectively with staff, students and parents • Good organisation skills 		<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview





MAKING YOUR APPLICATION

If you are interested in this post, it is essential before applying that you speak directly to Mrs Nicola Benson at the College.

Curriculum Vitae is not required

Candidates are asked to fully complete a High Tunstall College of Science Application Form. As part of your application, you are asked to complete a letter of no more than 2 sides of A4. The HTCS Application Form can be found on the College website: www.htcs.org.uk/vacancies with all other supporting documents for this post.

We look forward to receiving your application by **Monday 10th April 2023, 12 noon**, ideally via email to hadmin@hightunstall.hartlepool.sch.uk or posted to: Mr Mark Tilling, Headteacher, 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.

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling

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