



INCLUSION ASSISTANTS REQUIRED FOR SEPTEMBER 2023

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

High Tunstall College of Science

**Introduction
from the
Headteacher**





High Tunstall
College of Science



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

Inclusion Assistant
32.5 Hours / Term Time Only +5 days
Band 5

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. 1313 (Foundation Status)

'A GOOD SCHOOL – OFSTED 2016 & 2021'

We are seeking to appoint Inclusion Assistants to work with students with Special Educational Needs and Disabilities. This role will be to work as a Key Worker for students with SEND, providing full time support across the curriculum. The successful candidate must have the ability to work with students with a wide range of complex difficulties in particular Autism and challenging behaviours.

The Inclusion Faculty at High Tunstall College of Science is fully committed to the principles of inclusion in its widest sense. They work with a wide range of students with additional needs and barriers to learning to ensure they have the opportunities to reach their potential. There is a strong commitment and support for professional development and future progression.

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: Friday 8th September 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.



STRATEGIC Priority 4 Positive outcomes.

Our purpose is to hold and communicate explicit high expectations for the performance of students and positive student outcomes. We will achieve this through a college culture of high academic expectations in which college leaders and staff demonstrate a belief that all students can learn at high levels.



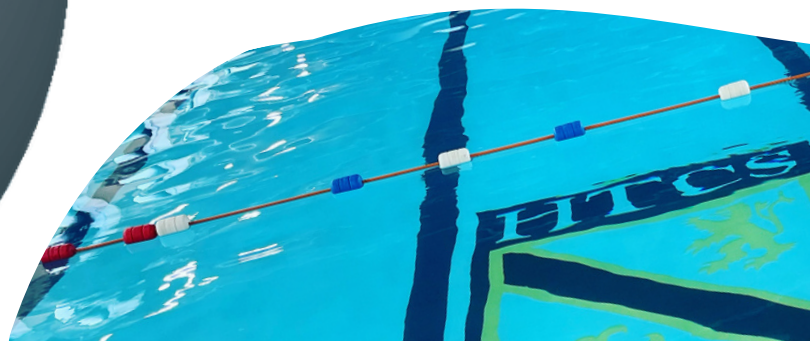
STRATEGIC Priority 1 engaged, committed and successful students

Our purpose is to increase the level of achievement and engagement of all students across the college. The college will function as an effective learning community and support a climate of performance excellence for students and staff. We will demonstrate a welcoming and inviting environment for all students, families, and community members. We will make an intentional effort to involve ALL students in academic and extra-curricular activities.



STRATEGIC Priority 3 progressive educational environments and use of resources to achieve high-quality service delivery.

Our purpose is to ensure the effective use of all resources deployed at the college. We will accomplish this by continuously improving the physical and learning environments of the college. We will improve access to learning opportunities in all areas of college life.



JOB DESCRIPTION

Inclusion Assistant

Key Purpose of the Post

To support access to learning for students within the College with SEND. This will be done within the alternative provisions and across mainstream lessons. To provide support to teachers across the College on strategies and help in the management of students and the classroom.

Main Duties

- To work under the instruction of:
 - The Senior Teacher for Inclusion to offer support and guidance in enabling all the students to access their learning.
 - The teaching staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.
- To support the work of the faculty by developing strategies across the school for working with young people with SEND.

A full job description is available in supporting documents.

For more information please contact:

Mrs Rachael Gray, Nominated SENDCo
rgray@hightunstall.hartlepool.sch.uk

Mrs Sarra Peek, Senior Teacher in Charge of Inclusivity
speek@hightunstall.hartlepool.sch.uk





PERSONAL

Specification

Attributes	Essential	Desirable	Assessment
			
Qualifications and Training	1. Good standard of literacy, numeracy and ICT 2. Up to date training in SEND	1. Work related or vocational qualification	<ul style="list-style-type: none"> • Application form • Letter of Application • References
Experience	3. Proven work with young people 4. Experience of working with Autism and/or Social Emotional and Mental Health difficulties 5. Effective communication between home and school 6. Good understanding of health and safety issues	2. Experience of working in 1:1 situations 3. Experience in mentoring	<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview
Knowledge and Understanding	7. Ability to work as part of a team 8. Understanding of how to support young people with SEND and strategies to enable this to happen 9. Good understanding of up to date training in the safeguarding of young people 10. An understanding of the barriers to learning facing young people 11. Knowledge of a range of strategies to support student learning in the classroom and overcome barriers associated with their need	4. Ability to work under own initiative 5. Organised	<ul style="list-style-type: none"> • Interview • Letter of Application • References
Skills and Personal Qualities	12. Enjoy working with young people 13. Good listener 14. Approachable 15. Self-motivated 16. Good sense of humour 17. Flexible approach 18. Resilient	6. Effective use of IT 7. Willingness to learn 8. Run after school activities 9. Commitment to equal opportunities	<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 Rachael Gray or Mrs Sarra Peek 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 **Friday 8th July 2023, 12 noon**, ideally via email to hradmin@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

High Tunstall College of Science

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