



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# English Tutor

## APPLICANT INFORMATION PACK



**Battle Road, Hailsham, East Sussex, BN27 1DT**

**Tel: 01323 841468**

E-mail: [job.vacancies@hccat.net](mailto:job.vacancies@hccat.net)



## English Tutor

**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 English Tutor 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:	English Tutor
Line Managed by:	Assistant Principal
Date:	May 2022

Main Purpose
To deliver one to one or small group tuition through organising and supporting the learning of identified pupils in order to raise their levels of attainment in Mathematics. To lead on improving rates of progression for identified pupils by liaising with the key stakeholders about the learning.
Key Tasks

- To complete Ed Dev Trust online training course on best practice tutoring.
- Liaise with the student's subject teacher before tutoring, to identify areas for development and support, and plan the pupil's personalised learning programme and agree outcomes using an Individual Tutoring Plan (ITP).
- Meet with class teacher, pupil and parents if applicable to establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring
- Provide 15 hours of tailored tutoring sessions with the pupil and 2 hours of liaison and planning time with the class teacher, as required
- Liaise with the subject teacher during the tuition as and when required.
- Liaise with parents during tuition
- Provide feedback to class teacher to review progress / ITP at the end of the tuition period.
- Participate in training, as required
- Liaise as required, with a range of contacts, to include:
  - Head of school
  - SENCo
  - Class teacher and/or subject leader
  - Parents / carers
  - Student
- Maintain strict confidentiality in relation to the performance of students
- Undertake any other tasks commensurate with the grading of the post

*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:	English Tutor
Line Managed by:	Assistant Principal

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Evidence of continuing professional development</li><li>• Qualified Teacher Status</li><li>• Qualified to national standards for assessors</li></ul>
Experience and Skills	<ul style="list-style-type: none"><li>• Demonstrate experience of improving student outcomes</li><li>• Demonstrable experience of high-quality teaching and learning</li><li>• Positive effective strategies for behaviour management</li><li>• Experience of optimising the attainment and progress of students</li><li>• Ability to use data and ICT effectively to assess performance and raise achievement</li><li>• Experience of working with children with significant barriers to learning</li><li>• Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEN / D</li><li>• Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims</li></ul>	<ul style="list-style-type: none"><li>• Experience of having made a significant contribution to the success of a setting through its student outcomes and ethos</li><li>• Experience as a form tutor /mentor and/or pastoral work</li><li>• Experience of organising subject-based activities and visits</li></ul>
Specialist Knowledge	<ul style="list-style-type: none"><li>• Evidence of recent professional development.</li><li>• Awareness of current curriculum</li></ul>	

	and sector developments	
<b>Visions and values</b>	<ul style="list-style-type: none"> <li>• Vision and values aligned with the Academy's high aspirations and high expectations for children, staff and families</li> <li>• A deep commitment to the safeguarding and wellbeing of all students</li> </ul>	
<b>Relationships with Stakeholders</b>	<ul style="list-style-type: none"> <li>• Commitment to working with others to secure the best outcomes for children</li> <li>• Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships</li> </ul>	
<b>Work-related personal qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards</li> <li>• Demonstrate personal and professional integrity, including modelling values and vision</li> <li>• Commitment to support the aims of the HCC Academy Trust</li> <li>• Flexible and able to manage workload and competing deadlines, prioritising appropriately and using initiative</li> </ul>	



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## **English Department – from May 2022**

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 (English Language) and EDUQAS (English Literature) syllabus.

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

Tracie May

[MayT@Hccat.net](mailto:MayT@Hccat.net)

Director of Learning for English