



ATTENDANCE STUDENT SUPPORT OFFICER 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

Attendance Student Support Officer
37 hours/Term Time Only +10 days
Band 8

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 Attendance Student Support Officer for as soon as possible. The post holder will provide a complementary service to existing teachers and support staff in the College to raise standards of student attendance and to overcome barriers to learning, unlocking educational opportunities for students, improving self-esteem, confidence and releasing untapped potential.

High Tunstall College of Science is fully committed to the principles of inclusion in its widest sense. We 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: Monday 10th July 2023, 12 noon

Interviews: Week Commencing Monday 17th July 2023

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 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.



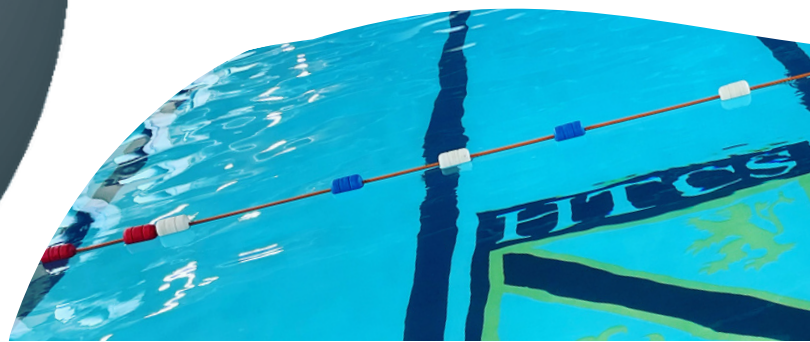
STRATEGIC Priority 3 progressive educational environments and use of resources to achieve high-quality service delivery.

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.



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.



JOB DESCRIPTION

Attendance Student Support Officer

Key Purpose of the Post

- The post holder will provide a complementary service to existing teachers and support staff in the school to raise standards of student attendance.
- To overcome barriers to learning, unlocking educational opportunities for students, improving self-esteem and confidence and releasing untapped potential.
- To make a valuable contribution to the work of the College and to strive to achieve improved outcomes for every student at HTCS

Main Duties

- Support the identification of those students who may be at risk of persistent absence
- Provide specific support to identified HTCS students to raise attendance, and to support those students in overcoming barriers to learning
- Support the development and implementation of the individually tailored action plans for identified students in order that they can maximise their potential by attending well
- Regularly monitor and review the attendance of all students in the college via the use of SIM's data and implement a strategic vision for those identified as causes for concern or for those deserving of praise
- Support the transition into High Tunstall of all students through a mid-term transfer
- Support the identification and assessment of student needs
- Support the successful transition from Y6 to Y7 of all students
- Support the work of the Attendance and Safeguarding Officer to support students with attendance issues
- Contribute to the development of, and implement, strategies to support the work of Year Leaders in dealing with issues that present barriers to learning
- Ensure effective communication/consultation as appropriate with the parents of students
- Attend relevant meetings to provide data and written progress reports which may be required by the school for implementation, monitoring and success of attendance plans
- Support Year Leaders in ensuring that procedures are in place to secure the safety and well-being of the student cohort
- Support the SLT in the implementation of strategies to ensure safety and well-being at break times / lunchtimes including Wet break and Wet lunch and travel schemes to and from school
- Contribute to peer support programme (including peer mentoring and peer buddying in order to develop confidence and self-esteem)
- Support structured study support programmes driving examination success, raising motivation and aspirations
- Develop links with the appropriate multi-agencies to enable them to support students with personal and sensitive issues such as mental health difficulties, and experiencing bereavement and loss to improve student's attendance.

A full job description is available in supporting documents

For more information please contact:

Mrs Lindsay Carling, Making a Change Leader

lcarling@hightunstall.hartlepool.sch.uk

Mrs Nicola Benson, Attendance and Safeguarding Officer

nbenson@hightunstall.hartlepool.sch.uk





PERSONAL

Specification

Attributes 	Essential 	Desirable 	Evidence 
Qualifications and Training	1. Good level of education 2. Evidence of continuing professional development		<ul style="list-style-type: none"> • Application Form • Letter of Application • References
Experience	3. Experience in dealing with attendance issues	1. Experience further pastoral responsibilities 2. Implementation of effective strategies to raise attendance	<ul style="list-style-type: none"> • Application Form • Letter of Application • References • Interview
Knowledge and Understanding	5. Understanding of strategies to improve attendance in a comprehensive, mainstream setting 6. Understanding the best practice in raising student attendance	2. Understanding of best practice in the effective use of student support strategies available	<ul style="list-style-type: none"> • Letter of Application • References • Interview
Skills and Personal Qualities	7. Excellent Communication and interpersonal skills with adults and young people 8. Ability to lead and inspire colleagues 9. Ability to analyse complex issues 10. Ability to work effectively with all stakeholders and outside agencies 11. Ability to exercise good judgment and make effective decisions 12. Passionate belief in the ability of every student to achieve 13. A clear educational vision and sense of direction 14. Good organisational skills and high levels of self motivation 15. Energy, determination, resilience and doggedness 16. Ability to work under pressure and to meet deadlines 17. Keenly developed sense of humour and the ability to maintain a sense of perspective 18. Record of good health, attendance and punctuality	3. Well developed ICT skills	<ul style="list-style-type: none"> • Letter of Application • References • Interview





MAKING YOUR APPLICATION

If you are interested in this post, it is recommended before applying that you speak directly to Lindsay Carling or Nicola Benson at the College.

Curriculum Vitae is not required

Candidates are asked to fully complete a High Tunstall College of Science Application Form, accompanied by a letter of application of no more than two sides of A4 paper. 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 July 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 School offers 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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