



# Trinity CE High School Application Pack



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# TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

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HEAD: Julian Nicholls BSc MA



24 January 2020

Dear Candidate

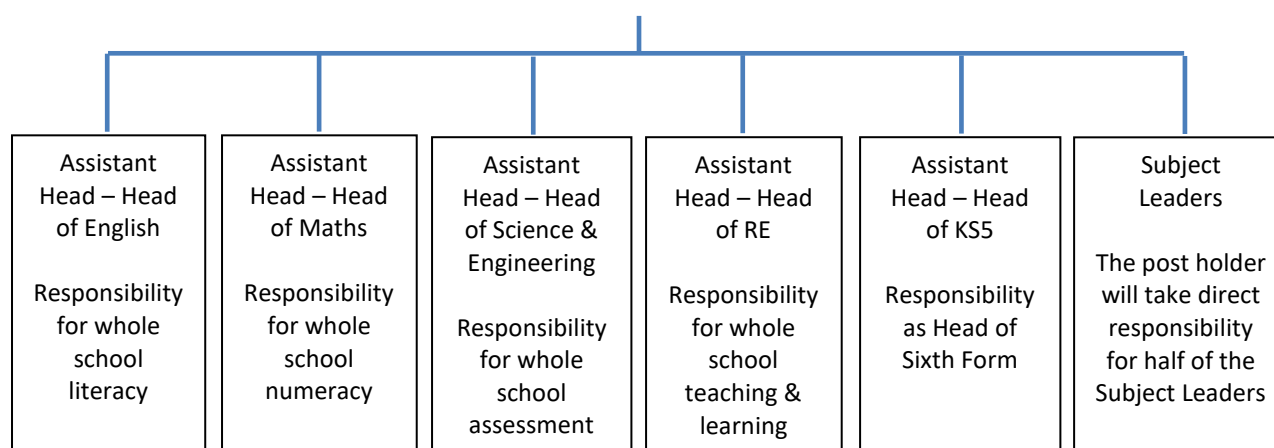
Thank you for your interest in this post. We are advertising for a new Deputy Headteacher (Leadership Scale Points 22-26), to start on 01 September 2020, who will take the lead responsibility for Curriculum Development, Academic Standards and Progress. The three current Deputy Head roles are:

- Curriculum Development, Academic Standards and Progress (vacant position);
- Professional Standards and Teacher Development;
- Pastoral Support and Student Standards.

This is a great opportunity for an aspiring headteacher to take the key responsibility for leading all aspects of curriculum development and line managing a team of assistant heads with curriculum responsibilities in addition to some subject leaders. The successful candidate will take the prime responsibility for the progress of students in school.

The post holder will have access to a significant team of staff to ensure that the quality of education moves from 'good' to 'outstanding' within two years.

## Deputy Head (Curriculum Development, Academic Standards and Progress)



The strength and experience of the team that supports the postholder is impressive. In addition, the financial resources, IT facilities and classroom accommodation is outstanding. There is great ambition and support in the school from the staff, governors, parents and students.

I have included a person specification and job description for you to read and consider carefully before making an application. This pack also contains information about the school – its ethos and values, its background, current position and aspirations, the job, and our expectations of the successful candidate. It also includes a Disclosure and Barring Service (DBS) information sheet, information about the application and selection process and our Data Protection responsibilities.

The school is committed to the protection and safety of its students and operates a Safer Recruitment policy. An appointment will be made subject to an enhanced DBS check.

The position is being advertised nationally to attract the best possible field of candidates. The selection process will be rigorous, involving an assessment day with a series of activities and an interview on the following day for the shortlisted candidates.

Application is via letter and the completion of an application form. Please note that if you are a member of a worshipping community you are able to submit an additional reference. However, this role is available to teachers of all faiths and none – there is no detriment if you do not submit a third reference. As in all Church of England schools, you are required to have regard to the Christian character of the school and its foundation and to undertake not to do anything in any way contrary to the interest of the foundation.

In your letter of application (two sides of A4 maximum), I would like you to outline:

- Why you have chosen to apply to Trinity;
- Your career to date and how those experiences have prepared you for this role;
- Your strengths and significant successes;
- The main priorities for development as identified through available national data.

Recruitment schedule	
Friday 24 January 2020	Advertisement in TES
Monday 03 February 2020	Application deadline
Wednesday 05 February 2020	Shortlisting & notification of interview candidates
Tuesday 11 February 2020	Assessment day
Wednesday 12 February 2020	Formal interview

Letters of application and the completed form are due on Monday 03 February 2020 at 10:00am. Please email your application documents to Helen Redford (HR Manager) via [recruitment@trinityhigh.com](mailto:recruitment@trinityhigh.com)

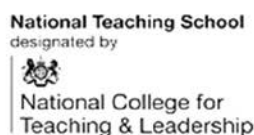
To ensure an 'even playing field' visits prior to the Assessment and Interview day are not possible. The school website has videos and information that will give you a good impression of who we are, our values, ethos and achievements.

I look forward to receiving your application.

Yours faithfully



Julian Nicholls  
Head



## **Job Description for the Post of** **Deputy Head - Curriculum Development, Academic Standards and Progress**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the teaching profession means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

To be responsible to the Head and to have line management responsibility for members of the Leadership Team who have curriculum responsibilities.

### **Generic Responsibilities of the Leadership Team**

To take a significant role in the leadership of the school within a framework of consultation, collaboration and collegiality, including:

- monitoring; demanding, ambitious standards and holding all staff to account for their professional conduct and practice;
- school improvement; securing excellent outcomes for all;
- communicating the school's vision compellingly, support strategic thinking and development planning; being innovative and creative;
- contributing to the school as a worshipping community, including taking assemblies;
- leading and motivating staff to achieve the highest professional standards;
- seeking and supporting CPD;
- being involved in lunchtime supervision and teaching a proportion of the timetable;
- sharing in the school's overall administration and oversight of facilities, including Health and Safety;
- being involved in policy development and ensuring the school's systems, organisation and processes are well considered, efficient and fit for purpose;
- developing effective relationships that support and inspire students and staff;
- working with the governing body as appropriate;
- working with political and financial astuteness.

### **Main Purpose**

To provide effective leadership in curriculum structure and organisation to enable all students to make excellent progress and to ensure subject leaders provide positive leadership so that all students make excellent progress in their areas.

## Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To deputise for the Head at appropriate meetings.
3. To be responsible to the Head regarding all aspects of curriculum organisation, management and development. This includes:
  - ensuring statutory requirements are met;
  - planning the staffing sheets for the timetable;
  - overseeing the construction of the school timetable.
4. To line manage a number of Assistant Heads with academic whole school responsibilities.
5. To be line manager for a group of Subject Leaders and to Chair Subject Leaders' meetings.
6. To oversee all aspects of the Year 9 Options process, liaising with the Assistant Head (KS3) as appropriate.
7. To monitor the quality of learning and student performance and make recommendations for improvement.
8. To provide the framework for monitoring homework across the key stages.
9. To co-ordinate annual department development planning and to advise the Head on appropriate resource needs.
10. To monitor staffing needs to support the curriculum and advise the Deputy Head (Staff) and the Head on necessary appointments.
11. To compile and update curriculum information for parents following consultation with colleagues.
12. To establish and maintain through Subject Leaders, a 'core entitlement' for curricular trips and visits within KS3.
13. To organise and carry out the annual evaluation of examination results through discussions with Subject Leaders.
14. To work closely with the Head of Sixth Form in:
  - ensuring the Sixth Form curriculum is as broad as financially possible, balancing class sizes carefully across options;
  - assuring the attainment and progress of learners in Years 12 and 13;
  - organising curriculum activities to promote the Trinity Sixth Form.
15. To arrange the paperwork for the Governors' Curriculum Sub-Committee meetings, attend meetings and answer questions on curriculum and progress issues.
16. To attend meetings of the Full Governing Body.
17. To lead the cross curricular development of the online curriculum, including ensuring the school website is up to date with relevant curriculum and performance data.
18. To line manage the Exams Officer and take responsibility for all policies and procedures relating to external examinations. To ensure that all arrangements for receiving, analysing, publicising and distributing external exam results are made.
19. To oversee the work of the Data Manager and the administrative staff who support departments on whole school issues.
20. To be the first point of contact for the IT Manager in informing staff of IT issues (SIMS/internet, etc,) affecting lessons and learning.
21. Other appropriate and relevant responsibilities identified following discussion with the Head.

## Person specification:

### Deputy Headteacher (Curriculum Development, Academic Standards and Progress)

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a school</li><li>• Teaching experience across the 11-18 age range</li><li>• Involvement in school self-evaluation and development planning, particularly in the field of assessment, recording and reporting</li><li>• Line management experience</li><li>• Experience of contributing to staff development</li><li>• Evidence of work that has led directly to positive outcomes for students at a whole school level</li><li>• Experience of preparing timetabling documents</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li><li>• Experience of managing and controlling budgets</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li><li>• Ability to write a whole school timetable</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Being committed to and work to promote the Church of England's and governors' vision for a faith school</li><li>• Positivity and resilience</li><li>• Strategic thinking</li></ul>





## **Deputy Head - Curriculum Development, Academic Standards and Progress**

**Full-time, Permanent**

**Leadership Scale Points 22–26**

**Start Date: 01.09.2020**

Trinity CE High School is an Outstanding school (Ofsted 2014) located close to the University in central Manchester and is an ideal place for a superb candidate to join the School's Senior Leadership Team.

### **WHAT WE CAN OFFER YOU:**

- The opportunity to join our Outstanding school of 1428 students aged 11-18, supported by a hugely talented and hard-working staff team: *'The quality of teaching is outstanding'* (Ofsted 2014);
- Keen, committed students who are positive and active learners - *'The achievement of pupils is outstanding'* (Ofsted 2014);
- Excellent professional development and guidance;
- A very successful and over-subscribed school: *'The school is massively over-subscribed every year'* (Ofsted 2014);
- Excellent facilities in new and refurbished buildings, supported by the latest resources to support learning;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.



Trinity Church of England High School was opened in 1984 with the foundation motto of *"Faith in the City, Value in People, Excellence in Education"*.

Today, over thirty years on, Trinity is an outstanding place of learning, promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths.

Trinity quickly established itself as a popular school serving the City of Manchester and districts beyond. Its

teachers, support staff and students worked to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributed towards the genuine sense of partnership between home and school and has, in turn, helped to provide feelings of security, structure, happiness and well-being.

Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the Royal Northern College of Music, we are easily accessible from all parts of the city and are close to the many amenities of the city centre. We make good use of our proximity to both universities, theatres, galleries, museum, the RNCM, the Aquatics Centre and Sports City.



The school's excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 3G multi-sport courts. The sports centre assists our links with the community.



School departments are well resourced and this has enabled us to combine the best of tradition with innovative practice. We seek to develop a breadth of experience so that, for example, our science, technology and mathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities. Special attention is paid to developing the capacity of students to study independently and co-operatively.

Students joining Trinity from primary school are selected from various religious



traditions in given proportions in order to maintain the Christian character and Anglican distinctiveness of the school. At the same time, we encourage and promote a tolerant understanding of different religious beliefs and cultures.

Trinity's most recent full Ofsted Inspection took place in January 2014, and we were judged to be '*Outstanding*' in all categories and '*Outstanding for overall effectiveness*'. The most recent National Society (Anglican) Inspection, in June 2016, assessed Trinity '*Outstanding*' in every category and '*Outstanding*' overall. Also in 2016, we achieved two further accolades: Full International School and Teaching School status.



Trinity recently benefited from a £21.5 million Wave 4 BSF Buildings & ICT Investment, which comprised an 80% rebuild and 15% modernisation. Work was completed in the summer of 2011 and the new school was formally opened by the Archbishop of York in September 2011. We became a converter academy the following year. Trinity is now able to offer an outstanding 21st century education to its 1400+ students.

The latest capital development, the £3 million brand new Trinity Sixth Form Centre, opened in September 2016, and will have a capacity of 240 students, eventually taking the school student population up to 1460. Following the opening of the Sixth Form, we had a one day OFSTED inspection in October 2017, and we received confirmation that the school continues to be 'outstanding', including the Sixth Form.



In conclusion, our overall aim is "*To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world.*"

Julian Nicholls, Head  
School Year 2019-20

## Declaration of Criminal Convictions



**Post:** Deputy Headteacher – Curriculum Development, Academic Standards and Progress

**Level of Disclosure Required:** Enhanced

The post you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are short-listed for the post you will be asked to reveal any convictions, cautions, final warnings, and reprimands but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter effects of disadvantage.

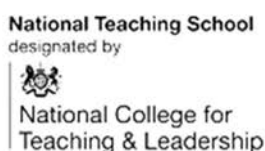
We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage.

**Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.**

The Governors will ignore convictions which are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment.

The Governors' full Policy on Employment of Ex-Offenders is available upon request from the school. The Code of Practice issued by the Disclosure and Barring Service, and which guides the Governors' use of Disclosures in Recruitment, is also available from the school upon request. Trinity CE High School operates a Safer Recruitment policy.

***NB: This information is sent out with application packs for all posts***



## **The Application Process**

Please download and complete the school application form, ensuring that you complete all fields in the formats asked for.

Please return the application form on or before the closing date and time of **10:00am on Monday 03 February 2020**.

Our preference is for either uploaded applications via the TES website or emailed application forms via [recruitment@trinityhigh.com](mailto:recruitment@trinityhigh.com), but you may also drop the form off at reception or post it to Recruitment, Trinity CE High School, Higher Cambridge Street, Manchester, M15 6HP.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview. This will be by telephone in the first instance and by email, so please ensure that these details are correct and provided in full on your application form.

## **Data Protection Statement**

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.