

TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



Trinity CE High School Application Pack



CONTENTS

- Welcome Letter from the Head
- Our candidate Offer and Expectations
- Information about the Department
- Job Description
- Background Information
- Safer Recruitment & Disclosure
- Application and Selection Process
- Data Protection Statement

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

“Faith in the City, Value in People, Excellence in Education”

Higher Cambridge Street, Manchester, M15 6HP

Tel: 0161 212 1900 Fax: 0161 227 9691

Email: recruitment@trinityhigh.com Web: www.trinityhigh.com

HEAD: Julian Nicholls BSc MA



June 2023

Dear Applicant

Vacancy for the Post of Teacher of Geography

For suitably experienced candidates there is the possibility of a TLR for KS3 Lead role

Thank you for your interest in this full-time, permanent position, due to start 01 September 2023.

This pack contains information about the school – its ethos and values, its background, current position and aspirations, the Department, the job, our expectations of the successful candidate and a job description. It also includes a DBS information sheet, information about the application and selection process and our Data Protection responsibilities.

Your letter of application/Supporting Statement (*towards the end of the application form*) should be no longer than two sides of A4. Please ensure that you provide details of your relevant experience, your philosophy regarding the place of Geography in the curriculum and your response to the Christian ethos of the school.

In order to be considered for this position, your completed application form must be received by the school by the deadline of **09:00 on Friday 16 June**. Interviews will be held on **Tuesday 20 June**.

Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure and Barring Service check. Furthermore, teaching posts are offered subject to the acceptance by the candidate of the Governors' Agreement for Employment, Clause 8 of which reads *"The teacher agrees to support the Church of England character of the foundation of the school."*

If after reading all of the contents of this pack you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Nicholls'.

Julian Nicholls
Head



Teacher of Geography

Permanent, Full-Time. Suitable for ECTs. For suitably experienced candidates there is the possibility of a TLR 2a (£3,017) for KS3 lead role

Start Date: 01 September 2023

Trinity CE High School is an Outstanding school (Ofsted 2014) located close to the Universities in central Manchester and is an ideal place to start or enhance your career.

WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1500 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);
- A very successful and over-subscribed school: *'The school is massively over-subscribed every year'* (Ofsted 2014);
- Excellent professional development and guidance – we welcome applications from ECTs;
- Opportunities to work closely with the senior leadership team on strategic whole school developments, including teaching and learning and pupil premium initiatives;
- Excellent facilities in new and refurbished buildings, supported by the latest resources to support learning;
- Staff Wellbeing Fund for initiatives, activities and social events that support staff mental and physical health;
- Free parking and use of the school Fitness Suite;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

WHAT WE WANT FROM YOU:

- A well-qualified, industrious and talented team player who believes in lifelong learning and has a passion for Geography and an ability to bring it to life;
- The ability to teach Geography across the ability and age ranges;
- The talent, interpersonal skills and range of teaching skills necessary to contribute to the success of the staff team;
- A passion for pedagogy and research informed developments in teaching and learning that promote progress and outcomes and enhance the student learning experience;
- A desire to build productive professional relationships;
- The enthusiasm to develop this subject and the vision to extend the work already undertaken;
- The commitment to care for everyone in our school community *'The main foundation for success that this school is built upon is faith; faith in the power of education and faith in young people'* (Ofsted 2014);
- Supportive of the school's excellent staff attendance and punctuality record, which in turn supports student attainment;
- A values-driven practitioner who is supportive of the Christian ethos of our school.

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safer Recruitment policy.

The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. Teaching posts are offered subject to the acceptance by the candidate of the Governors' Agreement for Employment, Clause 8 of which reads: *"The teacher agrees to support the Church of England character of the foundation of the school."*

The Geography Department

Curriculum Organisation

Geography is a popular and well-resourced subject throughout the curriculum.

Teaching at KS3 is in mixed ability form groups and each group has 3x 1 hour lessons of Geography per fortnight. The KS3 Schemes of Work cover the National Curriculum introduced in September 2014.

In Year 7, students are taught Geography as part of a Combined Humanities curriculum. Students learn the basics of Geography with an emphasis upon geographical skills, map skills and locational knowledge. We also study units of work covering population and migration, extreme weather and climate challenges. The year finishes with a fieldwork project: Trinity Tours. This is based on what students have learned about the environment of the school grounds in their first year at Trinity.

In Year 8 we introduce students to a variety of physical and human geography. The year begins with a topic all about rivers and then switches to a unit entitled Our Unequal World all about development issues. We then move back to geomorphology by looking at the work of waves and ice and their impact on the landscape. We finish the year with a focus on globalisation and tourism in unusual places such as Macchu Pichu, Antarctica and Chernobyl.

Year 9 begins with a newly devised unit of work about Geopolitics, investigating different aspects of this complex concept including human rights, gender inequality, the Middle East and the effects of conflict on different countries. As many of our students are politically very vocal and active, this unit was very well received this year! Our second unit is also a student favourite: The Restless Earth where we learn about earthquakes, tsunamis and volcanoes. This is followed by the popular theme of Criminal Geography. The year ends with work on Extreme Environments which builds to the GCSE unit: The Living World.

At KS4, students choosing Geography study the AQA specification with 5x 1 hour lessons per fortnight. This course consists of physical and human geography, along with fieldwork skills and an issue evaluation. Our fieldwork is conducted in Y11 where we take our students to Media City UK in Salford and Daisy Nook Park near Oldham to investigate river cross-profiles.

At KS5 we follow the OCR A Level in geography with a broad mix of traditional and new topics such as Coastal Landscapes, Hazardous Earth, Disease Dilemmas and Human Rights. Recruitment and retention of student numbers at KS5 is something that the department is looking to improve.

The department has made a number of recent changes to improve the uptake of the subject at KS4 and to improve results. The last set of GCSE results showed that 71% of students achieved 4-9 in Geography and 22% 7-9. 72% of the cohort either met or exceeded their target grades. We have dramatically increased the uptake of the subject from approx. 65 students in 2019 up to 100+ in September 2023.

Resources/Accommodation

We currently have two dedicated Geography classrooms with Smart Boards and full sets of Progress in Geography Key Stage 3 Hodder textbooks. The department embraces new ideas. Our schemes of work have been rewritten and fully resourced on the shared network for all staff to use. To reduce workload and improve staff well-being, the department fully embraces the concept of collaborative planning and we have a bespoke assessment and feedback schedule and policy that spreads marking across the academic year.

Job Description for the Post of: **Teacher**

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, through the Subject Leader.

Main Purpose

To ensure high quality curriculum and pastoral provision to inspire, motivate and challenge all students to achieve. To continuously contribute to the development of the school.

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 carry out the professional duties of a teacher, as set out in the Teachers' Pay & Conditions Document and in the Teachers' Standards.
3. To support the Christian ethos of the school.
4. To plan inspiring, motivating and challenging learning opportunities for students to enable all to make progress.
5. To be aware of the prior attainment of individual students and to use the school's Marking & Feedback Policy to monitor and measure progress.
6. To manage classrooms and corridors, according to the school's Behaviour Policy.
7. To set homework according to the school's Homework Policy.
8. To use the school's information system to record attendance, progress and concerns. To award Trinity Credits according to the school's policy.
9. To proactively communicate with parents regarding achievements, progress or concerns.
10. To carry out the duties of a Form Tutor.
11. To carry out duties according to the published rotas. To be proactive in promoting orderly behaviour of all students in all areas of the school site and throughout the school day.
12. To be proactive and take responsibility for personal continuous professional development.

13. To ensure that personal IT skills are maintained and developed in line with the school's IT development.
14. To contribute to the wider life of the school.
15. To communicate and work with outside agencies and the local community, in line with the school's policy.
16. To promote a shared responsibility of caring for the school's resources, buildings and site. To ensure that all Health & Safety requirements are complied with.
17. To actively contribute to the continuous self-evaluation and school development process.
18. To attend and participate in all calendared meetings as appropriate to your level of responsibility.
19. To undertake other duties as required, in line with the grade and responsibilities of the post.

2022-2023



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 convertor academy the following year. Trinity is now able to offer an outstanding 21st century education to its 1300 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 2022-23

Trinity CE High School Safer Recruitment Procedure



Trinity CE High School is committed to safeguarding and promoting the welfare of all students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of Disclosure Required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions;
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided;
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form, which you will send to the HR Manager. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from Nacro's Criminal Record Support Service.

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.

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

A form, similar to this, will be sent to shortlisted candidates prior to interview:

Criminal Record Declaration Form (Exempt Positions)			
If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or helpline@nacro.org.uk . All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.			
Surname:		First name:	
1. Do you have any unspent convictions or conditional cautions? YES <input type="checkbox"/> NO <input type="checkbox"/>			
2. Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you have answered YES to either question, you now have two options for disclosing your criminal record: Option 1: You can disclose your criminal record on a separate sheet, if you mark a cross (X) on the line below and attach the details in an envelope stapled to this Form. The envelope should be marked CONFIDENTIAL and state your name and details of the post. I have attached details of my conviction separately _____ (please mark with an X if appropriate.) Option 2: Please provide details in the space below.			
DECLARATION			
I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Trinity CE High School.			
Signed:		Date:	

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Our Recruitment Process

At Trinity we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off submitting an application.

To apply for this position please go to the advertisement for this post on the Tes website and complete all fields on the online application form prior to the deadline. If you require an application form, please contact recruitment@trinityhigh.com.

Please ensure that the form is completed by the closing time & date of **09:00 on Friday 16 June**. Interviews will be held on **Tuesday 20 June**.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

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 via the Tes Portal in the first instance, followed by email and/or phone-call, so please ensure that your details are correct and provided in full on your online application.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

The Interview Process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked by HR on arrival at reception.

Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced Disclosure & Barring check.

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.

