

TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



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



March 2021

Dear Applicant

Vacancy for the Post of KS5 Chemistry Teacher & A Level Sciences Coordinator (Course Director – KS5 Science)

Thank you for your interest in this permanent, full-time position at our school, due to start on 01 September 2021. The successful candidate should have a track record of success in A Level teaching and a chemistry background. The post attracts a TLR 2a of £2,873, plus a possible Recruitment and Retention Allowance of £2,000 for the right candidate with relevant experience.

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 Science in the Key Stage 5 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 09:00am on Monday 29 March.

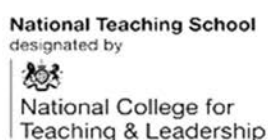
Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure and Barring Service check. Furthermore, teaching posts are offered subject to the acceptance by the candidate 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



Job Description for the Post of Course Director – KS5 Science

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff 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 a school environment 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

The Head, through the Subject Leader.

Main Purpose of the Job

To support the Head of Department in co-ordinating the work of the Science Department, leading and delegating to secure work of quality in that area of the curriculum.

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 lead the development of the Key Stage 5 curriculum schemes of work, resources and assessments. This will include an SOW audit, checking there are suitable resources within the department including practical equipment, internal moderation of KS5 assessments including mock exams, Y13 check-ups and end of unit tests.
3. To lead on the intervention strategies for Key Stage 5 students who are under-performing. To keep a record of student performance and track pupil data, organising intervention at appropriate times of the year.
4. To assist the Head of Department in staff development within the department. Organise subject Teaching and Learning sessions as a team regarding units where there is low confidence in teaching and/or lack of experience in teaching and CPAC training.
5. To liaise, as appropriate, with other post holders in the school in the fulfillment of their tasks. To work with the KS4 coordinator in improving KS4 to KS5 transition.
6. To undertake a teaching load and the main tasks as appropriate to all teaching staff.
7. To undertake other duties as required in line with the grade and responsibilities of the post.

Course Director KS5 Science

Permanent, Full-time, Main Scale/UPS with a TLR 2a of £2,873 (+ potential R&R Allowance of £2,000)

Start Date: 01.09.2021

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

WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1400 students (11-18), supported by a hugely talented and hard-working staff team: *'The quality of teaching is outstanding'* (Ofsted 2014);
- A subject leadership role within our thriving and now oversubscribed Sixth Form, where Science is high profile and successful;
- Keen, committed students who are positive and active learners - *'The achievement of pupils is outstanding'* (Ofsted 2014);
- Excellent professional development and guidance;
- A Recruitment and Retention allowance of £2,000 for the right candidate with relevant experience;
- 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's 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, and experienced teacher of chemistry with a track record of success in A Level teaching;
- A talented team player who has the necessary range of interpersonal, teaching and communication skills to contribute to the success of the staff team;
- A passion for the subject and the ability to bring science to life;
- An interest in coordinating the work of the Science Department at KS5, leading and delegating to secure work of quality in all A Level Science subjects;
- A passion for teaching and learning that energises young people and allows them to develop the skills and attitudes they will need for their futures;
- 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;
- To support 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."*

SCIENCE DEPARTMENT

The appointment to the post advertised presents an exciting opportunity to join a leading department in a high-achieving school.

The Department

The courses followed within the department embody both the ethos of the school and the aims of the department. We aim to teach science in a lively, active and stimulating way which will stay with students all their lives, as well as enabling them to make sense of the world around them.

Our unique situation close to the University of Manchester, the Manchester Museum and the Manchester Metropolitan University allows us a wide variety of learning opportunities, with those institutions within walking distance.

Although already a successful department, we continue actively to seek ways of raising standards of achievement in science. The science team is supportive of one another and of students.

Curriculum

Year 7 and year 8 are taught in mixed ability groups and Year 9 are taught in a combination of mixed and setted groups.

We have developed our own curriculum for Years 7 to 9, to enable students to develop their understanding of the key scientific skills and concepts, ready for GCSE study. Students are given regular feedback on their work in order to improve, and are keen to act on this feedback.

Our students follow the AQA Trilogy suite, starting the course after the February half-term in Year 9. Students also have the opportunity to study Triple Award Science over the two years of Key Stage 4, which is a popular and successful option.

Post-16, the department offers a range of academic and vocational post-16 Science subjects, with AS/A Level Chemistry, AS/A Level Physics, AS/A Level Biology and Level 3 BTEC Applied Science Extended Certificate and Diploma courses running. These courses are popular and students achieve excellent results.

Accommodation

The lower school Science department consists of four well equipped laboratories, four general teaching rooms and a computer suite. All the laboratories and rooms are equipped with Smartboards. The new Sixth Form Centre has a further three fully resourced laboratories, and three classrooms.

Staffing

The department currently has a supportive team of 14 teachers, with a wide range of subject specialisms and experience. Within the department are 3 TLR holders, in addition to this one, and these are an Assistant Head of Science, a Course Director for KS3 and a Course Director for BTEC Applied Science Level 3. There are also three full-time technicians to support the work of the department.



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 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 2020-21

Declaration of Criminal Convictions



Post: Course Director KS5 Science

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 use the Tes online application form, ensuring that you complete all fields in the formats asked for.

Please submit your application on or before the closing date and time of **09:00am on Monday 29 March**.

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. Please ensure your contact details are correct and provided in full on your application.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for the 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 an observed lesson you will be expected to teach, or a skills test that you will be expected to take, depending on the post applied for.

Candidates are usually invited to attend from 08:15. They will be given a short introduction to the school and a short guided tour before the lesson observations take place. Candidates are asked to bring relevant teaching and degree certificates, plus photographic ID and DBS certificate. These are checked 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.

Please be aware that this process may take place remotely if lockdown measures are in place.

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.