

**TRINITY**  
CHURCH OF ENGLAND  
HIGH SCHOOL



# Trinity CE High School Application Pack



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## TRINITY CHURCH OF ENGLAND HIGH SCHOOL

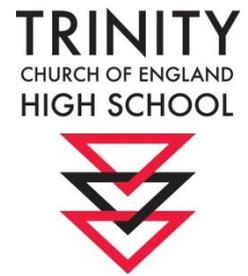
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HEAD: Julian Nicholls BSc MA



February 2022

Dear Applicant

### **Vacancy for the Post of Teacher of Religious Education**

Thank you for your interest in this permanent, full-time position which is due to start on 01 September 2022.

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 Religious Education 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 Wednesday 02 March**. Interviews are currently scheduled for Friday 11 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



# Teacher of Religious Education

Full-time, Permanent. Suitable for ECTs.

Start Date: 01.09.2022

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 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 Religious Education and an ability to bring it to life;
- The ability to teach Religious Education across the ability and age range;
- 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 RELIGIOUS EDUCATION DEPARTMENT

The appointment to the post advertised presents an exciting opportunity to join a high-achieving, hard-working and forward-thinking department.

### **The Department**

Religious Education is a core subject at Trinity High School. The department consists of six full time specialists.

The teaching of Religious Education is unique – students are given the opportunity to study a diversity of worldviews and explore these ideas in a thoughtful setting. The demographics of our faith-based school community lend themselves well to being able to discuss and analyse a wide range of opinions and beliefs within the classroom and students are encouraged to share their viewpoints.

The RE department takes pride in the fact that our lessons are engaging, stimulating and offer lots of variety. Students are challenged academically but also have the benefit of taking part in discussions and creative activities. The curriculum is supported by a wide range of visitors, experiences and trips, which aim to enrich the learning of our students.

We have a holistic approach in the RE department and all students are able to flourish in every sense of the word in this subject.

### **Curriculum**

At Key Stage 3, teaching is in mixed ability groups and each group has 3 one-hour lessons of Religious Education per fortnight. In addition to this, the department takes responsibility for PSHE and Citizenship Education.

The curriculum at Key Stage 3 has been developed to best suit the needs of our students and is diverse and challenging. Topics range from ‘What’s so radical about Jesus?’ to ‘What is it like to be a Buddhist?’ All of the major world faiths are explored but our key focus, as a Church school, is to develop an understanding of Christianity.

All students study GCSE Religious Education and we follow the Edexcel B syllabus teaching Christianity and Islam. Results at GCSE are outstanding and for many students RE is their best grade. Levels of engagement and motivation at GCSE are high.

Post 16, we offer A Level Philosophy and Ethics where we follow the Edexcel syllabus. In addition to this we teach an hour of ‘Ethics’ once a fortnight to all students in the Sixth Form.

### **Accommodation**

The Religious Education Department has 5 dedicated classrooms on the RE corridor of the main school building. All classrooms have smart-boards and are very well resourced. There is a dedicated Philosophy and Ethics classroom in the Sixth Form.

## **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.

*2021-2022*



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 2021-22

## 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:

<b>Criminal Record Declaration Form (Exempt Positions)</b>			
If you are unsure about how to answer the questions on this form, please contact <a href="#">Nacro's Criminal Record Support Service</a> on <b>0300 123 1999</b> or <a href="mailto:helpline@nacro.org.uk">helpline@nacro.org.uk</a> . 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:	
<b>1. Do you have any unspent convictions or conditional cautions?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>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)?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you have answered <b>YES</b> to either question, you now have two options for disclosing your criminal record:			
<b>Option 1:</b> 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.)			
<b>Option 2:</b> Please provide details in the space below.			
<b>DECLARATION</b>			
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.			
<b>Signed:</b>		<b>Date:</b>	

### **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.

## The Application Process

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

Please ensure you have uploaded your application to the Tes website by the closing date of **09:00 on Wednesday 02 March**.

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.

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

Interviews are currently scheduled for Friday 11 March.

## 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.

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.