



# 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



February 2018

Dear Applicant

### **Vacancy for the Post of Teacher of Modern Foreign Languages (*Maternity Leave*)**

Thank you for your interest in this full-time temporary position at our school. The post is covering maternity leave from 20.04.2018 until 29.03.2019, in the first instance, and is a readvertisement of the post. Previous applicants will be considered and there is no need to resubmit applications.

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 modern foreign languages in the curriculum and your response to the Christian ethos of the school.

As we are a Church of England High School you may, if you wish, add the name of a member of the clergy or other religious leader as a third referee.

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 Monday 26 February.

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

Julian Nicholls  
Head



# Teacher of Modern Foreign Languages



Full-time, to 29.03.2019 in the first instance

Applications from NQTs are welcome.

**Start Date: 20.04.2018**

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

## WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1300 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 – we welcome applications from NQTs;
- 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.

## WHAT WE WANT FROM YOU:

- A well-qualified, industrious and talented team player who believes in lifelong learning and has a passion for modern foreign languages & an ability to bring them to life in classroom settings;
- The ability to teach French across the age and ability range up to A Level, and Spanish at KS3;
- The talent, interpersonal skills and range of teaching skills necessary to contribute to the success of the staff team;
- 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);
- 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 enthusiasm to develop this subject and the vision to extend the work already undertaken;
- 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."*

## MFL DEPARTMENT

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

### The Team

The MFL Team consists of five full-time specialist MFL teachers who all offer both French and Spanish to GCSE level, and three of which also offer French and Spanish at KS5. It is a cohesive and friendly unit of colleagues who work very much as a team.

The languages offered at Trinity are French and Spanish.

### Curriculum Organisation

At KS3 students are allocated a language based on their registration group. The X band is currently studying Spanish and the Y band is studying French. There is no difference in ability between the two half year groups.

Year 7 are taught in mixed ability groups and have five one hour lessons per ten days. We use Studio 1 for French and Viva 1 for Spanish.

Year 8 are taught in sets according to ability. There are 5 sets in each half year group. There are four one hour lessons per ten days. We use Studio 2 Rouge/Vert for French and Viva 2 for Spanish.

Year 9 are taught in sets according to ability. There are 5 sets in each half year group. There are four one hour lessons per ten days. We use Studio 3 Rouge/Vert for French and Viva 3 for Spanish.

At KS4 students have five one hour lessons in Year 10 and four one hour lessons in Year 11, and are taught in sets where numbers allow. They study AQA French/Spanish. Though it is not compulsory, half of the cohort choose to study a language at KS4. Since September 2016 and the opening of our Sixth Form, we have had a small cohort of KS5 students in both languages.

### Resources

In addition to the course books mentioned, we also subscribe to the Active Learn packages for Studio and Viva. Each student in KS3 has access to the appropriate material. At KS4 we have found Vocab Express an invaluable tool for personalised vocabulary learning. We have close links with the University of Manchester who send Erasmus students to work alongside some of our classes.

### Accommodation

The Department is well resourced with four rooms on one floor and a fifth on the floor below. We have a well-equipped department office. Each class in KS3 and KS4 has access to an IT room once per ten days. All of our rooms are fitted with Smartboards, which have a very positive impact on our teaching, and we have an increasing amount of software at our disposal. Visualisers and mini iPads are also available.

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 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.

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 2017-18



## Declaration of Criminal Convictions



**Post:** Teacher of Modern Foreign Languages

**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 **09:00am on Monday 26 February**.

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.

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.

## **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 usually attend an assembly and be given a guided tour of the school 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 by the Head's PA 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 Data Protection Act 1998.