



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: David S Ainsworth BA M Ed



June 2017

Dear Applicant

Vacancy for the Post of Sixth Form Academic Tutor

Thank you for your interest in the above permanent position at our school. This pack contains information about the school – its ethos and values, its background and its current position and aspirations, and about 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.

Support staff at Trinity play an important and integral part in the school's life. This is a term-time only position, working 5 days/35 hours per week. The working hours are 08:45 to 16:15. The salary is Grade 4, point 17-21 (£17,772-£20,138 FTE), which equates to a pro rata starting salary of £14,827.

When completing the application form please provide the fullest possible details of your qualifications, experience (both paid and voluntary) and the interests that you have that would equip you to undertake this role, making specific reference to any experience that you believe to be directly relevant to working in a Church of England secondary school with a multi-faith intake. Please provide a continuous list of your work history, explaining any gaps or breaks if necessary.

Please also outline any experience you have of supervising school students and explain what you think the purpose is of the Sixth Form Academic Tutor role. The closing date for applications is **09:00am on Monday 26 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.

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

David S Ainsworth
Head



Sixth Form Academic Tutor

– Trinity CE High School



Location: Manchester

Contract term: Permanent, commencing on 01.09.2017

Contract type: Term-Time Only, working hours are 08:45-16:15, 38 weeks per annum with some paid holidays

Scale: Grade 4, point 17-21 (£17,772-£20,138 FTE) which equates to a pro rata starting salary of £14,827

This is a great opportunity to work as part of a dedicated and supportive team in a highly rated secondary school in central Manchester. The school was inspected by Ofsted in January 2014 and was judged to be 'Outstanding' in every category and 'Outstanding' for overall effectiveness.

Situated on Higher Cambridge Street, opposite Manchester University and flanked by Manchester Metropolitan University and the Science Park, Trinity CE High School has used its central location to forge effective partnerships and to ensure that all students aim high.

We are now looking to appoint a highly motivated Academic Tutor to support the vital work of our Sixth Form in maximising the achievement of individuals and groups. The role is at the heart of our student support work and is a non-teaching post. You will need to be able to work closely with students, families, staff and external agencies to ensure effective solutions to issues surrounding attainment, learning, work ethic and behaviour.

The successful applicant will:

- Have experience and an understanding of safeguarding and child protection issues, or be willing to undertake training in these areas;
- Have experience of working with young people;
- Have numeracy and literacy skills of at least equivalent to NQF Level 2; good ICT skills are also desirable;
- Be an effective communicator who is professional, tactful and diplomatic in all inter-personal relationships with students and adults;
- Be committed to raising achievement;
- Ideally have experience of working in an educational setting and have effective behaviour management skills;
- Be professional, flexible and innovative with experience of undertaking a wide variety of duties and an ability to deal skilfully with unanticipated situations;
- Have the ability to work well within a team, yet able to demonstrate an ability to work unsupervised using their own initiative;
- Be well organised with an adaptable and positive approach to all aspects of their work.

Experience of working in a school environment is desirable but not essential. Training will be provided on safeguarding and school specific IT applications, such as SIMS, etc.

The closing date for applications is 09:00 on Monday 26 June 2017.

CVs will not be considered. For further details and an application pack, please visit www.trinityhigh.com or email recruitment@trinityhigh.com

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Job Description for the Post of Sixth Form Academic Tutor

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

To be responsible to the Head through the Assistant Head: Head of Sixth Form

Main Purpose of Job

To enable students in Years 12 and 13 to engage and succeed in their academic studies.

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 supervise the Year 12/13 students in the study area (SG3) and ensure that conditions are conducive to study, maintaining continuity and setting the right standards.
3. To maintain appropriate records of intervention and communicate these with appropriate audiences.
4. To adopt a good working relationship with students and maintain good discipline using an assertive but non-confrontational manner.
5. To assist with tracking and monitoring targeted students, communicating with teaching staff and Head of Sixth Form, and to mentor an identified group.
6. To coordinate students' effective use of their timetable, including planning study programmes and effective use of the planners.
7. To support students with organisation and study work, as well as lesson notes, homework deadlines, etc.
8. To assist students with research and study techniques.
9. To challenge students who do not follow instructions regarding work ethic and behaviour.
10. To ensure students maintain a tidy work environment and report any damage.
11. To undertake other duties as required and in line with the grade and responsibilities of the post.



TRINITY SIXTH FORM

Background

Trinity Sixth Form opened with the first cohort in September 2016.

We offer an extensive range of subjects from academic A Level facilitating subjects, to more vocational Level 3 BTEC Nationals.

Tutorial groups are small (15:1) and offer pastoral support and careers/university guidance.

Accommodation

The Sixth Form Centre is a purpose-built space which gives students every opportunity to reach their potential.

All rooms are fitted with Smartboards, which have a very positive impact on teaching, and there is an increasing amount of software at teachers' disposal. Visualisers and mini iPads are also available.

Facilities

The facilities for students in the new Sixth Form Centre include a resource area with 60 computers and other study facilities, including a quiet study area.

There are catering facilities and a Sixth Form Café for students within an open-plan area.

The Sixth Form Centre is built within the school grounds, but set apart and includes an exclusive outdoor relaxation area for the students.

Staffing

Staff at Trinity are a cohesive and friendly unit of colleagues who work very much as a team, whilst also working collaboratively with other schools in Central Manchester to share best practice.

Many teachers are active participants in the school's well-attended Teaching and Learning group and Behaviour Management group.

Trinity Church of England High School is an outstanding place of learning, founded to promote the education of students in a community which is positively Christian but welcomes the children of parents of other faiths. As befits a school whose intake is based on religious commitment, spiritual understanding and growth play a particular part in the school's life. This is greatly assisted by the variety of backgrounds represented in our annual intake. Valuing people has special meaning in the school. Equally, we value the links we enjoy with the community, near and far.

When Trinity opened in 1984, the school quickly established itself as a popular school serving the whole 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.

Such success contributed to our recognition in April, 1995, as a Technology College and it was reflected in the report of that year by the Government's Inspection Team (Ofsted). Having first been a Beacon School, the DfES appointed Trinity to be a Leading Edge School so that we were able to keep developing and sharing our best practice.

Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the RNCM, 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 Royal Northern College of Music and the Aquatics Centre.

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; to prepare our students to take their place as well-rounded individuals in a rapidly changing society. 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.

Trinity has recently benefited from a £21.5 million Wave 4 BSF Buildings and ICT Investment, which comprises 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 1200 students.

The latest capital development, the £3 million brand new Trinity Sixth Form Centre, opened in September, 2016, and will have a capacity of 300 students, eventually taking the school student population up to 1500.

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.*"

David S Ainsworth
Head
School Year 2016-17

Declaration of Criminal Convictions

Post: Sixth Form Academic Tutor

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 of **09:00 on Monday 26 June**.

Our preference is for either uploaded applications via the TES website or emailed application forms via 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 a skills test or observed lesson, depending on the post applied for.

Candidates are usually invited to attend from 08:15. They may attend an assembly and be given a guided tour of the school before the test or observation takes place. Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). 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.