

Application Pack

Join us

CCF Volunteer SSI

Closing date: Midday 6th June 2025

Start date: June / July 2025



TRINITY
SCHOOL



“Pupils are highly motivated and well prepared for the next stage of their lives, helped by the exceptionally high standard of pastoral care.”

ISI Inspection Report 2021



Welcome from the Headmaster

Thank you for your interest in working at Trinity. We hope that the information provided here and on our website will help you with your application and give you a flavour of our school.

Trinity is a special place to work and this derives, in part, from a kind and purposeful approach in all that we do. Our six-yearly inspection of the school took place in 2021 and the team from the Independent Schools Inspectorate judged us ‘Excellent’ in both areas of focus: Pupils’ Achievement and Pupils’ Personal Development. Our students’ ambition was highlighted, as was the all-round nature of their achievements: ‘Pupils achieve outstanding success academically and in a wide range of co-curricular activities’ and they ‘combine outstanding intellectual curiosity with a strong willingness to think independently’.

The inspection report also captured what we believe is one of the most important parts of our ethos: our ‘collaborative atmosphere’. At Trinity, great outcomes are delivered through a culture of strong values. In this nurturing environment, curiosity and ambition can be fully explored and expressed.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. It is our aim that students leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn and others to learn from.

Yours faithfully,

AJK Kennedy



An introduction to Trinity School

Trinity School is a selective, independent day school for boys aged 10 – 18, with a thriving, co-educational Sixth Form. As one of the top independent schools nationally, students come from all over London and the South-East. Almost all go on to further education or apprenticeships, with around 10% of the Upper Sixth gaining offers from Oxford or Cambridge each year.

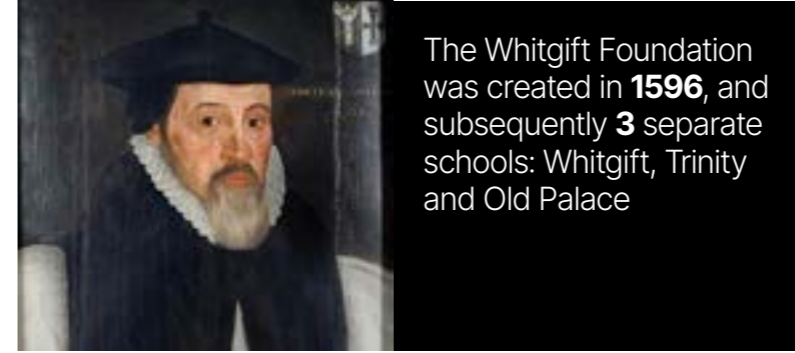
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields in Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. Most recently we completed a new multi-million pound classroom block, a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a state-of-the-art Sixth Form Centre, a Sports pavilion and a Music School.

Parents whose income falls below a specified threshold are eligible for a bursary and this enables us to attract pupils from an unusually wide range of socio-economic backgrounds. Parents choose Trinity as much for its well-grounded and diverse community as they do for the school's academic standards and breadth of co-

“It is a school for any bright child, regardless of socio-economic background.”

Trinity Parent



On average, we provide coaching, tournaments and sessions to **1,500** local primary

At Trinity we have **1000+** students, aged between **10-18**

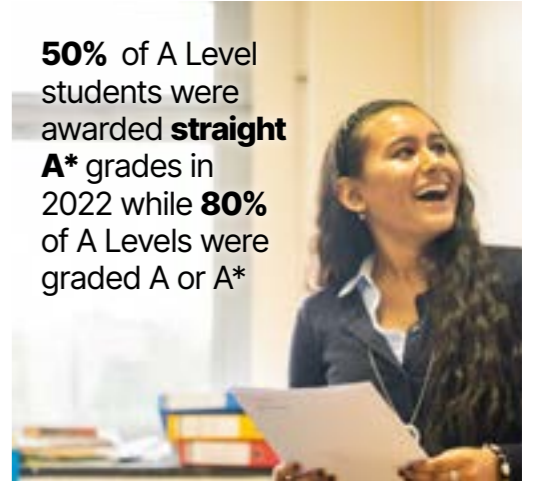
767 hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, between April 2020 and March 2021



94% of GCSEs in 2022 were graded **9, 8 or 7**



175 teaching staff
83 support staff



Over **90%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years



Recently awarded **Excellent** by ISI (Independent Schools Inspectorate) and a Sunday Times **top 50** independent



50% of the student body receives some form of fee remission. Our bursary programme is one of the most extensive in the UK

THE SUNDAY TIMES
Ranked **23rd Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2023, and 13th in London.



Vision and values

We welcome well-qualified, inspirational and dedicated staff who are committed to their own continual professional development. Our focus is on outstanding pastoral care; ensuring that relationships within the school are based on mutual respect within a highly supportive environment. Great outcomes are delivered through a culture of strong values. By focusing on ethos and character, we nurture extraordinary young people.

Trinity was founded to serve its community. Over the past few years, we have welcomed approximately 120 schools to a range of programmes including our STEMLink, CHEMLink and COMPLink events. The Trinity Primary School Maths Morning is another key event, while the Sports department teaches in local schools, provides in-person INSET and online resources, and hosts a range of tournaments, with our facilities also being used by many local schools.

Trinity also nurtures a partnership with Chipwepwete School in Malawi. We have raised more than £100,000, which has funded a free school meal programme and led to the construction of a library, teaching block and even a bridge so that students and their teachers can safely cross the river to reach school.

“At Trinity we want to nurture extraordinary young people.”

Alasdair Kennedy



“Students develop into caring individuals with an appreciation for the community and world in which they are growing up.”

Trinity parent



A culture of care

Trinity's focus is on relationships and positive interactions as the cornerstone for success. Students are encouraged to think about important interpersonal qualities, such as kindness, empathy, courtesy and personal responsibility.

Student wellbeing is central to all that we do and the school's pastoral structure provides a framework within which pupils grow and flourish. Tutors and Heads of Year take a lead role in supporting students and liaising with parents on pastoral matters, while the pastoral team are all trained in mental health first aid, and work alongside the nurses, counsellor and clinical psychologist to provide both physical and mental health support.

There are around 20 boys in each form in the Lower and Middle School. In the Sixth Form, tutor groups are formed of ten to twelve students. Students see their Form Tutor twice a day and these relationships are key: Tutors are there to listen, advise and help our students make and understand their own choices, and to act as the primary contact with parents.

We are proud of our reputation for providing outstanding pastoral care and, in the last two years, 100% of our new parents said that we achieve this.



“We have been very impressed by the quick response from the school when we had an issue with one of our sons. The peer monitoring system is great.”

Trinity Parent



“The pastoral care is amazing ... the teachers are my eyes and ears.”

Trinity parent



A vibrant co-curricular life

Trinity enjoys a vibrant co-curricular life. Music at Trinity has an international reputation, and each year the Trinity Boys' Choir is involved in a varied programme of demanding professional work. Drama flourishes and the school's sporting reputation is also very strong, with regular national and international success. There are over 100 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.



“The pastoral care is incredible... It feeds into how students are taught; meaning lessons are positive, stimulating and fun.”

Trinity Parent



Teaching and learning at Trinity

Teachers and support staff at Trinity enjoy a welcoming, comfortable and well-resourced environment. Our teaching is well researched and well evaluated, with professional development embedded into everything we do. We want our students to feel challenged and to approach difficulties with positivity and resilience, knowing that they are well supported.

Academic standards are consistently high, placing Trinity amongst the most successful schools in the UK. But, along with high academic standards, we believe that success comes in many different forms and seek out pupils with talents in specific areas such as Music, Art, Drama and Sport.

The School is divided into the Lower School (Years 6 to 8), Middle School (Years 9 to 11) and the Sixth Form. Most students in the Sixth Form study three or four subjects to A Level, while our Diploma programme helps students to engage in independent research and prepare for future pathways. To ensure that our pupils are stimulated and their potential fulfilled, we aim to teach "beyond the syllabus" while our co-curricular programme offers breadth and depth.

Our success has been on a consistently upward trajectory in recent years thanks in large part to exceptional teachers and teaching, and our supportive community.



"Natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching."

ISI Inspection Report 2021



Training and Professional Development

We provide our own initial teacher training programme and statutory NQT Induction and support those wishing to take teaching qualifications as well as those seeking to develop their knowledge and skills via postgraduate or other academic qualifications. A wide range of CPD opportunities run in school and many teachers choose to take part in our teaching forums or research projects. The ability to reflect critically and collaboratively on teaching practice is essential and student feedback on learning and the use of technology form key parts of our professional development programme.

"The teachers have a real understanding of how to get the most out of my son and they are incredibly encouraging and inspirational."

Trinity Parent

Working at Trinity

Salary and benefits

The Foundation salary scale is substantially above that of the maintained sector and a generous budget is allocated to professional development, with a variety of internal training courses also provided.

Lunches are free and facilities such as the swimming pool and fitness suite are open to staff and their families during holidays as well as term time. Children of members of staff may also be eligible for fee discounts.

Further benefits can be found on the Whitgift Foundation website. These include health and wellbeing, and cycle to work, schemes; private medical insurance; life assurance and season ticket loans.

Diversity, equity and inclusion

We are a diverse community and strongly encourage applications from teaching and support staff from a range of backgrounds.

As an equal opportunities employer, we aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background.

We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

To enable us to make any reasonable adjustments, please let us know when you submit your application

whether you have any special requirements.

Safeguarding and welfare of students

Trinity is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check and we regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.



About The John Whitgift Foundation

We are part of the John Whitgift Foundation, a leading education and care charity with a vision to support people of all ages and backgrounds. As one of the largest bursary providers in the country, it grants thousands of young people access to an outstanding education that many could not otherwise afford. Through its care homes and services, it also gives older people a sense of community, comfort and joy in later life.

Thanks to the support of the Foundation in addition to our own fundraising activities, Trinity's bursary programme is one of the most extensive in the UK. Our aim, through our '1 in 5' campaign, is to be able to offer life-changing bursaries to 20% of our student population. By 2022, we will almost have certainly reached this target.



“Pupils’ natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching.”



The Department

Trinity CCF

The CCF at Trinity School has a proud and distinguished history and parades weekly on a Monday, providing a wealth of opportunities for students to develop leadership skills, confidence, independence, teamwork and benefit from all of the opportunities the service provides.

The Post – Volunteer School Staff Instructor (SSI) for the Combined Cadet Force (CCF)

Pupils apply to join the CCF in Year 9 and many go on to take CCF leadership responsibilities in their senior years at the School. They enjoy a wide variety of activities including overnight camps, expeditions and extensive training. Trinity School also supports a small CEP contingent at Quest Academy, a local state school, who train alongside our cadets. The SSI will be responsible for supporting and liaising with their officers providing appropriate administrative support. The SSI is responsible for the routine administration of the CCF under the direction of the Contingent Commander. The SSI is a school volunteer and is directly responsible to the Contingent Commander for all aspects of administration. This will include the MOD Cadet Management Information System (CMIS) on Westminster and the equivalent RAF system (Bader), as well as the school information systems (iSAMS/SOCS etc).

Reports to

Contingent Commander, Capt Anthony Muirhead
Assistant Head - Co-Curricular, Mr Matt Richbell

Job description

Main duties and responsibilities

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment through CCF participation
- To take an active responsibility for the safeguarding and welfare of all students and young people within the contingent
- Develop a culture and promote collaboration to ensure a flourishing CCF
- To support the Contingent Commander on CCF matters, such as: training programmes; administration; security; staff career training and manning
- To support and assist with the planning and conduct of CCF syllabus training and adventurous training



- Work closely with the Contingent Commander to plan and manage the annual forecast of events, which will include training days, camps, etc
- To liaise with single service Cadet Training Teams (CTT) and Area Instructors (AIs) with regards to interaction with the CCF and programme delivery
- To work with section officers and NCOs to develop training resources and materials for delivery of the programme. Be available for both staff and cadets for this purpose
- Managing CFAV and cadet records on Cadet MIS, ensuring that records are created for new individuals, information is updated as soon as received, and that those who have left are removed from the Contingent on Cadet MIS
- Conduct regular mandated security and registration checks for all MOD-provided weapons, pyrotechnics, ammunition and other equipment as directed by the appropriate Cadet Force Headquarters (CF HQ) teams
- Managing requests for uniform items, and their loan to and recovery from CFAVs and cadets in the Contingent.
- Managing requests for MOD-provided equipment, including ammunition, rations, vehicles etc., as well as their maintenance, recovery and return when required
- Managing accommodation, transport, meals and training locations or facilities for approved Contingent activities, and for CFAVs and/or cadets attending courses and events.
- Be the Indoor Range Warden, liaising with the range inspection team and undertaking periodic inspections and maintenance
- The SSI will assist the Contingent Commander in ensuring that the contingent satisfies all governance matrix criteria.
- Keeping registers on SOCS up to date.



Personal specification

- The post holder is expected to safeguard the values and standards of Trinity School as well as those of the UK military. The ideal candidate will have strong organisational and communication skills, be flexible, highly organised with a professional attitude and enjoy working within a busy school community. Competent IT/keyboard and administrative skills are required
- Applications are welcome from all suitably qualified and experienced individuals, and we are willing to consider candidates from a wide range of backgrounds. The ideal candidate will have strong military experience, for example, as a regular or reserve Warrant Officer or Senior NCO with instructor and range management qualifications
- Candidates will be physically able to instruct, encourage and lead cadets in the field. The SSI should hold relevant qualifications to enhance the training provision. Additional courses can be undertaken by the postholder when in post. A clean driving licence is required
- The postholder will not be able to take up post until the School is in receipt of a satisfactory DBS check at enhanced level.

Qualifications and Experience

- Ideally the SSI would hold qualifications or appropriate experience in the following:
 - Security Awareness Training
 - Range Management Qualification
 - Exercise Conducting Officer Qualification
 - Ammunition Storeman Qualification
 - IT literacy including competence in Microsoft Office (Word, Excel and PowerPoint)
 - Basic Funds Accounting
 - HAZMAT & FMT 600 Driving Qualifications, D1 licence for Minibus driving.

The SSI duties include

Accounts

- The control and maintenance of the contingent clothing accounts, and records of issues and receipts for all Service sections
- The centralization of all demands for new clothing items as a result of kit losses
- The submission of bills to the Contingent Commander for kit losses
- The security and maintenance of all books of account.
- The control and maintenance of the contingent loan stores account
- The raising of issue and receipt vouchers for all loan stores.

Conferences

- Attendance at all chain of command SSI conferences and briefings
- Attendance at single Service conferences as required.

Reconnaissance

- Attending recesses of proposed training as required.

Quartermaster's Stores

- Physical maintenance of the Stores
- Liaison with RAF TEST SNCOs for RAF issue uniform.
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost
- Carrying out quantity and registration number checks on weapons
- Carrying out weekly and monthly checks, as required.

Loan Stores

- The physical maintenance and operation of the loan stores account
- The physical collection of loan stores from the MOD prior to training
- The physical return of loan stores to the MOD after training.

Cadet Management Information Systems (Westminster and/or Bader as applicable)

- Entering weekly parade registers onto system.
- Updating test results and qualifications on system.
- Entering changes to cadet and CFAVs details.

Booking Field Days and camps

- Booking appropriate elements of field days and camps, including transport, training support, military training camps, stores, ammunition, and weapons.

Communication

- Acting as a filter to ensure that relevant information comes to the Contingent Commander
- Maintaining and updating a CCF noticeboard with test results, programmes, scores, letters, courses etc.

Training activities

- Delivering some CFAV and cadet training according to the training programme
- Confirming and arranging Cadet Training and and Support Team attendance

Camps and Field Days

- The operation of administrative support for the contingent in the field
- Keeping abreast of forthcoming events and ensuring administrative plans are in place and executed.

Inspections

- Booking Inspections as guided by the Contingent Commander in line with MoD Regulations.

Terms and Conditions

- As this role is 'voluntary', there is no remuneration from the school; however, the postholder will be eligible to claim 51 days of MOD VA for the role (currently £87.04 per day (£4,439.04 available per annum))
- All year round contract to include working every Monday for CCF Parade during term time
- Additional days on camp (during school holidays), field days, undertake mandatory checks etc where total days of work allow
- Attendance at other times does not need to be for a whole day
- Some flexibility of working hours will be expected as appropriate to the role
- As secondary responder to the intruder detection system, there will be an additional call-out payment made for any responses that must be made to the IDS activating
- Trinity School is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check
- Successful applicants will be subject to a social media check.

**Application Process****Timescales**

Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midday on Friday 6th June. Interviews are likely to be held w/c 16th June 2025.

Trinity School reserves the right to interview and appoint before the published closing date.

Please contact

Mrs Sharon Wilson
PA to Headmaster
hmsec@trinity.croydon.sch.uk
Trinity School, Shirley Park, Croydon CR9 7AT

020 8656 9541

Further details about Trinity may be found on our website www.trinity-school.org.

Apply online at www.trinity-school.org/vacancies

Thank you for your interest in Trinity School

