



# Trinity School Carlisle

A Church of England  
Academy







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## HEADTEACHER

Start date: September 2019

Salary range: Currently L37 – 43

Age range: 11-18 NOR: 1700 (over 300 in the Sixth Form)

Due to the retirement of our current co-headteachers the Governors of Trinity School, a converter academy, are seeking to appoint an exceptional leader with the vision and drive to ensure excellence for all of our young people.

We are looking for a leader with a strong track record of sustained improvement, a commitment to high quality teaching and learning and a passion to provide the best possible education for our students. This post will provide an excellent opportunity for the successful candidate to drive improvement, make a positive difference to achievement and create a vision for the future which engages students, staff, parents/carers and the community.

Our school is a large, oversubscribed, truly comprehensive school, well respected in the local community, with lovely students, committed and highly motivated staff, supportive parents and governors. The successful candidate will promote and nurture the Christian ethos and values of the school. Further information and an application pack is available from Mrs Judith Clarke, email [jcl@trinity.cumbria.sch.uk](mailto:jcl@trinity.cumbria.sch.uk), or from the school's website.

If you would like to visit our school, please contact Judith Clarke on 01228 403551 or by email and she will arrange this for you.

Closing date: Monday 28<sup>th</sup> January 2019 at 9am

Interviews: Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> February 2019

*Trinity School is committed to safeguarding and promoting the welfare of children and successful candidates will need to undertake an enhanced DBS check.*





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January 2019

Dear candidate

Thank you for taking an interest in the post of Headteacher at Trinity. I hope the candidate pack and information on our website is helpful and I look forward to receiving your application. If there are any particular areas not covered in the pack that you would like to query, please contact Lorna Minns, Secretary to the Academy Trust and Governing Body on 01228 516051 Ext 296 and she will arrange for me to call you back.

The vacancy has arisen due to the retirement of Sheila Johnston and Derek Kay, who have been Co-Headteachers for the last five years. To support the Co-Heads we currently have one Deputy, four Assistant Heads and a Business Manager. They are a very hard working and professional team, who I know will give the new Head every support.

The school is a converter Academy with a roll of 1700 (Sixth Form over 300) on a large and attractive site. The 11-16 school has recently had a £20 Million rebuild and is very well equipped. We are a popular and over-subscribed school, and are known to be a good, caring, Christian centre of learning. In all honesty examination outcomes for the last two years have not been nearly as good as they should be; it is therefore a splendid opportunity for a new leader to achieve real progress in the school, aiming for it to be outstanding in the future. We look to a new head who will make a difference and who can inspire, challenge and empower students and staff, and thus raise standards of achievement. Strong leadership is essential, but we also seek an ambassador for the school who will possess the interpersonal skills to maintain the good relations with the local community, schools and churches, and of course the diocese, that the retiring Co-Heads have enjoyed. The successful candidate must be willing to support and promote the school's Christian values and inclusive ethos.

Trinity is a rewarding place in which to work. Please come and see for yourself before interviews are arranged, and I know you will be impressed. Carlisle, although situated in the far North of England, is in fact far from being isolated. Situated in Cumbria (with Ullswater Lake only thirty minutes away by car), it is just over an hour's drive to Glasgow, Edinburgh and Newcastle. There is an hourly train service to London (3¼ hour journey). It is a Cathedral city and the school has a foundation with the Cathedral going back for many years. Do come and have a look for yourself.

If you would like to apply, you should use the application form provided. You will also need to write a letter (no more than two sides of A4) explaining why you would be the right person for this position. You will need to outline how you meet the relevant sections of the Person Specification, but we would also like to learn about you as a person and what makes you tick. What enthuses you? How will you make a difference to the leadership of Trinity School?

I look forward to hearing from you.

Yours faithfully



D. Brian Armstrong  
Chairman of Governors





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## SUPPORTING INFORMATION ABOUT TRINITY SCHOOL

Trinity School began in 1968 with the joining together of the Carlisle Grammar School, The Creighton School, and The Margaret Sewell School; we have just celebrated our 50<sup>th</sup> anniversary. We have a site which is right at the heart of the city of Carlisle. The old grammar school which houses our Sixth Form is a lovely building in red sandstone. The 11-16 school has benefited from an extensive rebuild and remodelling project. In September 2010 we opened the first phase which gave us state of the art Science, Technology and ICT rooms. September 2011 saw the opening of the second phase, with new Art, MFL, Humanities and SEN rooms and the third phase, a new entrance, was completed in April 2012. In April 2018 we opened a new sports hall, a superb facility for PE. We think we have a lovely school in which to work and we are delighted with what we have achieved.

Trinity School has just under 1700 students; this includes a Sixth Form of 320. This makes us one of the largest Church of England schools in the country. We gained academy status with effect from 1st September 2011 and are now a stand alone Church of England Academy. If you are worried that the school might be too big and impersonal for you, then don't be: this is a very friendly school, which functions as a community, and as a series of smaller communities within the main school.

The pastoral system is run by the Heads of Years, each supported by a Year Group Tutor. Form tutors make sure that they know their forms well and monitor their progress through the year. Behaviour in the school is good, and our classrooms are pleasant, well ordered places.

Each department has its own area in the school, with its own facilities, but the central staffroom still works as the main meeting place for staff. We are not a quiet place: there are school plays and concerts; Graduation Evening takes place in Carlisle Cathedral; we have a wide range of sports and team games going on; the Duke of Edinburgh Award scheme is very popular and we have a programme of visits to the continent and further afield. Yet this is a place where the emphasis will always be on the quality of teaching and learning. We have high ambitions for all our students, and enjoy a very supportive relationship with parents, and with governors.

We aspire to being a place where Christian values are at the heart of what we do. We try to have simple policies and to value the contribution of every individual in the school. While we are a Church school, there is no requirement in our admissions policy for pupils that they must be churchgoers to come here. Similarly for staff – we like staff to be in sympathy with and supportive of the aims and ethos of a church school, but there are members of staff of many different persuasions working here.

The school is supported by the Diocese of Carlisle, and the Trust which oversees us as an Academy has the Bishop, the Dean and the Archdeacon on it, along with a member of the Diocesan Board of Finance and our Chair of Governors. They have our best interests at heart, as do the Governors themselves who support, encourage and celebrate the school.



Our most recent Ofsted report:

Ofsted judged us to be a good school with outstanding Sixth Form provision in April 2015. You may well have looked this up on our website, or through Ofsted, but here are some highlights:

'All staff share the co-headteachers' and governors' determination that the school will offer the best possible provision to students.'

'Safeguarding arrangements are exemplary. Leaders and all staff go beyond their roles to ensure that all students are safe and cared for well.'

'The behaviour of students is good. The vast majority of students have positive attitudes to learning and are keen to do well.'

'Students respond well to teachers' high expectations and are engaged in their learning.'

'The sixth form has gone from strength to strength and is now outstanding.'

'The behaviour of students in the sixth form is exemplary. Their mature conduct provides excellent role models for younger students.'

Our **SIAMS** (Statutory Inspection of Anglican and Methodist Schools) report, completed in October 2016, states:

"The school's clear commitment to the worth and potential of each individual is summarised in the short vision statement: 'standards, responsibility and opportunity...for all'. This is linked with five core values (community, trust, hope, endurance and compassion) whose impact is acknowledged by all."

"Students speak readily of how the vision and values influence behaviour, relationships and attitude to learning. This is clear in the purposeful atmosphere that pervades the school. They also underpin the careful attention given to spiritual, moral, social and cultural (SMSC) development."

"Leaders understand the school to be part of the wider community and demonstrate this through their commitment to service. This was clear at the time of the December 2015 flood when they opened the school as soon as possible to restore a sense of order, calm and normality in a context of devastation and distress. This is just one of many powerful examples of leaders living out their Christian vision."

The current position:

The changes to GCSE examinations and new performance measures have been demanding for all and we are no exception. Outcomes for our students for the last two years have not been where we would expect them to be and improving these has been a major focus. Although robust actions have been taken, and predictions show an improving picture, new ideas and actions will be necessary and welcome.





## Job description: Headteacher

### **Job Purpose:**

- To provide outstanding leadership and management of the school ensuring the safety of all students and conducting the affairs of the school for the benefit of the students and the community it serves;
- To ensure all students make excellent progress and achieve their true potential.

### **Key responsibilities:**

#### **Lead the strategic development of the school by:**

- Maintaining and developing the partnership with the Governing Body in strategic planning for the school;
- Upholding and developing the school's vision and values;
- Ensuring that strategic planning takes account of the Christian values of the school and that these are clearly articulated, shared, understood and acted upon effectively by all;
- Leading the school's self evaluation and improvement planning process;
- Monitoring and evaluating standards of teaching, learning, resource usage and management effectiveness and implementing appropriate change strategies where required;
- Leading the school's strategic financial planning;
- Leading the Senior Leadership Team and developing their potential.

#### **Ensure the effective working of the school by:**

- Monitoring, supporting and working in partnership with the members of the Senior Leadership Team;
- Maintaining and developing the best working relationships with the Governing Body;
- Working to ensure professional relationships within the school are maintained and enhanced;
- Ensuring external contracts and all legal procedures are properly managed to the benefit of the school including ensuring all Health and Safety regulations are properly followed;
- Ensuring the effective implementation of safeguarding procedures;
- Supporting the work of the Governing Body and its committees;

- Leading the school's response to critical incidents;
- Ensuring exemplary standards of behaviour and attendance;
- Ensuring the school premises are fit for current and future purpose.

**Be the school leader in links with the local and wider community by:**

- Supporting the work of feeder primary schools;
- Supporting the Governors in the production of the school's policies and reports;
- Working effectively with other key leaders in the school, ensuring consistency of approach and success for all students of all abilities and back grounds.

**Maximise student achievement by:**

- Oversight of the analysis of students' attainments, achievements and progression;
- Closing the gap between disadvantaged students and their peers;
- Monitoring, evaluating and driving improvement of the quality of teaching and learning;
- Leading and driving the school's target setting processes and outcomes;
- Effective use of information and communications systems;
- Developing additional opportunities to share effective teaching and learning principles and good practice;
- Ensuring the pastoral and welfare systems are fully effective.

**Other responsibilities:**

- Line managing the work of the Senior Leadership Team;
- Undertaking any additional responsibilities as directed by the Governing Body.





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## Person Specification: Headteacher

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	Good honours degree  Qualified Teacher Status	NPQH  Higher qualifications in leadership and/or management	Application form  Sight of original qualifications
Experience	Senior leadership role with at least five years' recent experience at that level in an 11-18 school  Proven track record of raising educational standards and achievement  Experience of leading teaching and learning across the full age range of the school  Experience of resource management  Proven track record of working well with students, parents, staff and the community	Head or Deputy Head with at least three years' recent combined experience  Experience of Senior Leadership in at least two schools  Experience of working in a large school	Application form  Letter of application  Selection process  References
Leadership skills	Vision and ability to deliver a strategy  Ability to inspire, innovate and motivate  Commitment to further strengthen the development of the school's Christian ethos and standards of behaviour  Commitment to build and manage high performing teams  Demonstrate and demand high standards  Strong team building skills enabling leadership at all levels	Successful experience of change management  Experience of promoting SMSC throughout school	Letter of application  Selection process  References

	Commitment to sustaining partnerships between students, staff, parents, the community and Governors		
Management and decision-making skills	<p>Ability to set clear and challenging targets</p> <p>Ability to make and communicate decisions effectively</p> <p>Appropriate delegation of responsibility with accountability</p> <p>Effectively manage and resolve under-performance</p> <p>Ability to review, reflect and improve</p>		<p>Letter of application</p> <p>Selection process</p> <p>References</p>
Self-management skills	<p>Perform effectively under pressure</p> <p>Ability to prioritise and adept in managing work load</p>		<p>Letter of application</p> <p>Selection process</p> <p>References</p>
Personal qualities and attributes	<p>An enjoyment of working with and for young people</p> <p>Inspirational and motivational</p> <p>A passion for learning</p> <p>Effective communicator, both written and oral</p> <p>Ability to preserve and develop the Christian character of the school</p> <p>Ability to communicate the school's Christian values both within and beyond the school</p> <p>Self aware and reflective</p> <p>Resilient</p> <p>Enthusiastic, energetic and self-motivated</p> <p>Gravitas – personal impact and presence</p>	A practising Christian	<p>Letter of application</p> <p>Selection process</p> <p>References</p>
Safeguarding	Commitment to safeguarding and promoting the welfare of students	Safer recruitment training	Selection process
Strengthening community links	<p>Commitment to enhancing the work of the school in partnership with the community</p> <p>Demonstrate commitment to extra-curricular enrichment</p>		<p>Letter of application</p> <p>Selection process</p>



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## Application Timetable

If you would like to apply for this post then the important dates you will require are:

**Friday 11<sup>th</sup> January:** Advertisement in Times Educational Supplement

**Wednesday 16<sup>th</sup> January – Wednesday 23<sup>rd</sup> January:** School visits by appointment

School visits are entirely optional but if you would like the chance to look around then contact Mrs Judith Clarke on 01228 403551, or by email, [jcl@trinity.cumbria.sch.uk](mailto:jcl@trinity.cumbria.sch.uk)

**Monday 28<sup>th</sup> January (9.00am):** Closing date for applications

**Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> February:** Interviews

All interviewees attend the first day but there may be a further short listing before the second day.

