

Application Pack

# Join us

**Assistant Head - Teaching and Learning**

Closing date: Midday 9th February 2026

Start date: September 2026



TRINITY  
SCHOOL



**ISI Inspectors observed that  
"students celebrate each  
other's differences and are  
actively inclusive".**

ISI Inspection Report 2024



## 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 most recent inspection of the school took place in November 2024 and we were delighted that we were awarded a significant strength for our community; the relationships within the school and with our wider locality are key to our educational mission.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. Our purpose is to nurture good human beings, focusing on their character and the values that we want our students to make their own. We hope they will leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn, as well as a sense of how they can impact the world positively.

Yours faithfully,

*AJKennedy*



## 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, work or apprenticeships. From September 2027, we will extend our co-education offering and we will welcome girls and boys in Years 6 and 7, and the school will grow from 1050 to about 1400 students over the next five years

The school is one of two governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other school being Whitgift School for boys.

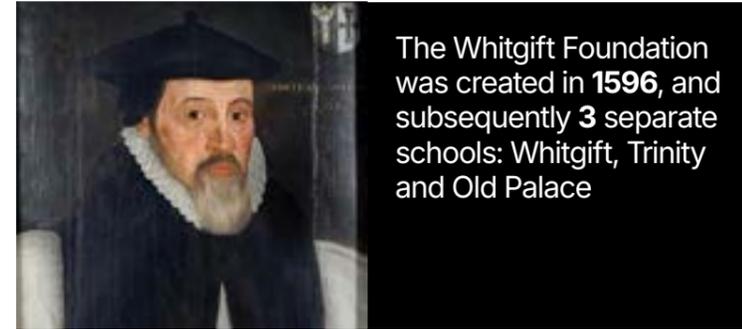
The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields at Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. We are about to enter a phase of very significant investment in the school's fabric as the school grows, which will transform our site. Most recently we have added a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, 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 students 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-curricular opportunities.



**"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 school children each term

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

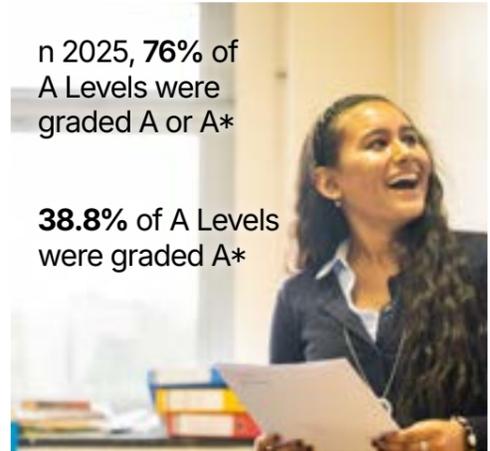
**767** hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, in one year



**86%** of GCSEs in 2025 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



Trinity received a 'significant strength' for our community, an important part of what we think makes Trinity so special

ISI Report 2024school,

**THE SUNDAY TIMES**  
Ranked **32nd Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2026, and 17th in London.



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



### 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 want to 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 in the last decade, 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 schoolsafely 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 students 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 every 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 this nurturing ethos is highly valued by our parent body.

**"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 250 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 operational 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 students 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 students are stimulated and their potential fulfilled, we aim to teach key employment and research skills, and 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.



**“There is an atmosphere of warmth, friendliness and teamwork across the whole school that supports pupils’ wellbeing.”**

ISI Inspection Report 2024



## Training and Professional Development

We recognise that professional development is important for all staff at Trinity, it is our aim to support, encourage and role model positivity, resilience and a focus on life-long learning for everyone in our school community.

### Triniteach

Led by our dedicated Director of Teacher Training, the Triniteach programme offers a salaried and supportive route to Qualified Teacher Status. We have an extensive track record of mentoring unqualified teachers, providing specialist support from the moment of appointment. The Triniteach programme lasts four years, leading to the Assessment Only (QTS) qualification and completion of the Early Career Framework. Recent graduates of the programme are now in middle leadership positions at Trinity and elsewhere.

### Aspiring Leaders Programme

We run year-long Aspiring Senior and Middle Leaders’ programmes in conjunction with three other leading independent schools. Both courses includes 1:1 coaching with existing senior leaders, sustained change management projects, and a mixture of face-to-face and online workshops delivered by external speakers and in-school experts.

### Sustained CPD

Our Sustained CPD programme provides financial support for external courses which require sustained commitment from staff, such as master’s degrees, sports coaching qualifications, and NPQs.

## Working at Trinity

### Salary and benefits

The John Whitgift 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. The benefits package is summarised on the following page.

All staff are entitled to free lunches in the school restaurant and free membership of the Trinity Sports Club. The Sports Club boasts a 25m swimming pool, fitness suite, two large sports halls and several squash courts which are available to use during school holidays as well as term-time for staff and their family.

Staff are encouraged to take advantage of school facilities and co-curricular opportunities e.g. the climbing wall, discounted scuba-diving lessons, choirs, internal art competition, chess club, running club etc. There is also an active Staff Common Room Committee running regular social events.

### Diversity, equity and inclusion

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

We aim to create a welcoming, respectful and safe environment for all members of our community. We believe it is the responsibility of all to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and 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 full social media check.

We regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.

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

### 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.



## Benefits

Full details available on:  
[www.johnwhitgiftfoundation.org](http://www.johnwhitgiftfoundation.org)

### Discount Club

Exclusive savings on 1000s of products and services

### Health Wellbeing Scheme

Corporate discounts at over 2,500 health clubs and gyms. Free use of the school Sports Club.

### Private Medical Insurance

Favourable rates for staff who wish to be covered by a private medical insurance policy

### Bupa Cash Plan

Help towards the cost of your everyday healthcare

### Car Zone

Personal private car purchase

### Croham Hurst Golf Club

Concessionary Membership and Green Fees

### Give as You Earn

Tax free donations to your chosen charity

### Staff Fee Remission

Discounted school fees for School Staff

### Season Ticket Loans

Help with your yearly travel costs

### Life Assurance

Pension scheme members are also entitled to group life assurance

### Childcare Scheme

Tax free Childcare Schemes

### Pension Scheme

Membership of a generous money purchase pension scheme for all support staff and the Teachers Pension Scheme (TPS) for teachers currently

### Professional Development

Apply for funding towards sustained continuing professional development (including Masters and PGCEs)

**School accommodation (for a family if needed) may be available**

## The Trinity Leader

### We expect departmental leaders to:

#### Lead strategy

- Lead the promotion and understanding of their subject throughout the school
- Liaise with senior leaders on the future needs and ambitions of the department through departmental development plans, within the framework of the school development plan
- Participate fully in whole-school discussions formulating school policy, such as the Heads of Department meetings and any associated sub-committees
- Ensure that departmental policies and practices remain current and are adhered to by departmental colleagues
- Encourage departmental colleagues to gather and act upon student voice.
- Implement whole-school policies
- Participate in any marketing initiatives, as required, including admissions events

#### Lead people

- Manage the performance of all members of the department, overseeing their wider contribution to the school as well as their wellbeing, as appropriate
- Oversee the PDR and Annual Review processes for all members of the department
- Provide guidance and support on teaching and learning strategies within the department
- Encourage colleagues to engage in high-quality CPD
- Monitor and evaluate standards of achievement and the quality of teaching in the department through learning walks, lesson observations, work scrutinies, and other appropriate means
- Lead weekly meetings with members of the department focusing on sharing good practice and high-quality teaching and learning strategies
- Find other opportunities to promote an atmosphere of collaborative teamwork
- Delegate suitable responsibilities to each member of the department
- Arrange mentoring for any members of the department participating in the ITT programme
- Work with senior leadership in appointing new staff and overseeing their induction.

#### Lead learning

- Develop schemes of work that enthuse and interest students whilst building skills, knowledge and understanding
- Engineer a curriculum which is based on high expectations and strong progression at every level
- Ensure that teaching and learning in the department meets the needs of all students, ensuring that all are stretched and supported according to their learning profile

- Act as a role model in managing student behaviour in a relational and consistent manner in line with the school's behaviour and sanctions structures. Support colleagues in its application and through best practice
- Filter the latest developments within the pedagogy of the academic discipline and communicate to the team, ensuring that all teaching is forward-thinking and reflects best practice
- Encourage the innovative, judicious use of student devices within the classroom, embracing the developments in technology within the academic discipline in a bid to enhance students' learning
- Promote academic enrichment opportunities beyond the curriculum, encouraging scholarship and individual endeavour
- Ensure that all teaching meets the requirements of the examination specifications, and where applicable, that Non-Examined Assessments are undertaken with clear process
- Monitor actively and evaluate all pupil progress in the subject. This would be through using a combination of baseline data (MidYis, Alis, LUCID), reporting data, and departmental observations
- Investigate opportunities for cross-curricular skills, such as literacy, numeracy, ICT and the social, moral, spiritual and cultural education of students.

#### Lead resources

- Manage the use of departmental space to create an effective, stimulating and safe environment for teaching and learning
- Oversee the effective and efficient administration and organisation of the department
- Formulate an annual budget proposal to meet the maintenance needs and development priorities of the department
- Ensure the agreed budget is effectively monitored and spent.

Find out what our staff had to say about working at Trinity in [this video](#).



### What are we looking for?

#### Passionate individuals

- Candidates who agree with the core values and ethos of Trinity School. Helping us to nurture extraordinary values
- Infectious academic enthusiasm, evidenced through relevant qualifications and regular engagement
- An ability to articulate their passions through outstanding written and verbal communication skills Showcasing strong inter-personal skills with all members of the Trinity community.
- An understanding of the importance of the learning process, how it can be facilitated and how we encourage greater student agency
- Adventurous and imaginative practitioners in their planning of exciting and stimulating lessons
- A confidence within ICT and an eagerness to be innovative with their use of technology within the classroom.

#### Compassionate individuals

- Compassionate individuals who value that learning looks different for each individual and the eagerness to target or differentiate their support, as appropriate
- Candidates with a shared commitment to safeguarding and promoting the welfare of others
- A commitment to nurturing an inclusive environment within their teaching.



#### Engaged individuals

- Full participation in life at Trinity School, ensuring regular involvement in the co-curricular life at the school
- Evaluative of their professional practice and keen to drive forward.

#### Inspirational leaders

- Lead a community of like-minded individuals with an appetite for maintaining best practice
- Support the development of others in a nurturing, compassionate and pragmatic way
- Experience of managing change: highlighting the reasoning, running the process, and evaluating the effectiveness
- Mindful of external opportunities and ideas and bringing these to the Trinity community
- Ensure the community works collegiately towards the wider values and objectives of the school.

## The Post – Assistant Head, Teaching and Learning

This senior leadership role is central to creating the conditions in which staff and students can thrive and enjoy exceptional teaching and learning at Trinity. We are seeking an outstanding and well-established classroom practitioner with a proven record of leadership at least at middle management level, who is ready to take on whole-school responsibility. As a member of the Senior Management Team (SMT), the post holder will contribute to the strategic development and day-to-day management of the school, reporting directly to the Headmaster and working alongside nine SMT colleagues, including the Senior Deputy, Pastoral and Academic Deputies, and a range of Assistant Heads. The role is supported by a dedicated PA and the starting salary will depend on experience. The successful candidate will lead the development and implementation of whole-school teaching and learning strategies, drive curriculum innovation and excellence, and oversee the monitoring and evaluation of teaching quality and student outcomes. They will play a key role in shaping and delivering staff training and professional development, while mentoring and coaching teachers to ensure the highest standards of practice across the school.

### Reports to

Headmaster

## Job description

- To promote excellence, creativity and innovation in teaching and learning across the school. This will include line managing the Teaching and Learning Lead, chairing meetings of the Teaching and Learning Team (comprising the T&L Lead, the Director of Teacher Training, the Head of Academic Scholarship, and the Director of Digital Strategy) and promoting grass-roots teaching and learning groups such as the Teaching and Learning Steering Committee
- To carry out frequent learning walks as a means of quality assurance, identifying and sharing good practice, and a professional development opportunity for colleagues
- To lead the professional learning and review of teaching staff. This will include observing and evaluating teaching within the school, identifying areas for staff development, embedding training needs, planning INSET, and managing the CPD process and budget

- To work with the Teaching and Learning Team to coordinate a consistent and well-attended programme of in-school CPD sessions based on the principles of evidence-informed practice and in line with school development priorities
- To line manage, and carry out results reviews with, Academic Heads of Department (in parallel with the Deputy Head Academic)
- To contribute to the strategic development of the school as a member of the Senior Management Team, including through Heads of Faculty and Senior Middle Management discussions
- To oversee teaching staff induction, probation, initial teacher training, and ECT induction, including line managing the Director of Teacher Training and the school's in-house teacher training programme, Triniteach
- Overseeing Aspiring Middle and Senior Leaders' courses, currently run in conjunction with Caterham School, Epsom College, and RGS Guildford.
- To work with, and line manage, the Head of Academic Scholarship to ensure all students have opportunities to develop their academic interests outside the curriculum, including overseeing the Trinity Extension Award and the Mitre Lectures series
- To lead, with the Headmaster, our staff recruitment and retention processes
- To work with the Director of Digital Strategy to ensure that staff and students are well trained in maximising the digital resources available to them, and to produce a coherent and responsive artificial intelligence strategy
- To oversee SEND provision throughout the school, including by line managing the Head of Learning Support
- To line manage the Library, including the Head Librarian
- To engage students in their own learning through overseeing the delivery of the study skills curriculum as well as opportunities for students to discuss teaching and learning issues, such as in Learning Council and through the annual Teaching and Learning Survey, and then feeding these insights back to teaching colleagues.
- To carry out investigations and respond to parental communications
- To update and review whole-school policies relating to teaching and learning
- To report to governors through their Teaching and Learning sub-committee.

## Terms and conditions

- The Whitgift Foundation Salary scale is substantially above that of the maintained sector
- This is a full-time role
- A commitment to the extra-curricular life of the School is expected of all staff and expertise in one or more activities will be an advantage
- Trinity School is committed to safeguarding and protecting the welfare of children, young 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 candidates will be subject to a social media check.



## Application Process

### Timescales

Please apply online at [www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies) as soon as possible and no later than midday on 9th February 2026. First round interviews will be held 24-26th February, with second round interviews on 4th March.

Trinity School reserves the right to interview and appoint before the published closing date. Trinity strongly encourages applications from global majority candidates. Over 50% of our students are from global majority backgrounds and we want to have a staff body that reflects the diversity of the school and our local area.





## Recruitment Process

1

### Application

Apply via the [Vacancies](#) page on our website. If you have questions about teaching roles, please email [Robin Hardman \(Assistant Head - Teaching and Learning\)](#); for questions about operational staff roles, please email [Becky Allison \(Director of Finance and Operations\)](#).

2

### Confirmation

Once you have applied, you will receive an automated response confirming receipt of your application.

3

### Shortlisting

We will review and shortlist candidates after the vacancy deadline, though this process may occasionally begin earlier.

4

### Interview invitation

If you are shortlisted for an interview, we will notify you via email and phone, typically within a week of the vacancy's closing date. If you have not heard from us within two weeks after the closing date, please contact [Asfa Sadiq \(Recruitment Manager\)](#). If you require adjustments for the interview due to additional needs, please let us know at this stage.

5

### Interview process - Teaching roles

For teaching roles, the interview day will involve delivering a lesson, attending an interview, meeting members of the relevant academic department, and taking a tour of the Trinity site. If you are an unqualified candidate with no teaching experience, we will provide extra support to help you plan your lesson.

6

### Interview process - Operational Staff roles

For support staff roles, the interview day usually includes two interviews, an opportunity to meet potential colleagues, and a tour of the Trinity site. Some roles may also involve a task relevant to the position; details of this will be shared with candidates in advance.

7

### Candidate selection and offer

If your application is successful, the Headmaster or a member of the Senior Management Team will contact you to make a conditional offer, subject to references and statutory checks.

# Please contact

Mrs Sharon Wilson

PA to Headmaster

[hmsec@trinity.croydon.sch.uk](mailto: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](http://www.trinity-school.org).

Apply online at [www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies)

Thank you for your interest in Trinity School

