



Trinity School Carlisle

A Church of England
Academy





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DEPUTY HEADTEACHER

Required for September 2019

Salary range: L24 – 29

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

Following the promotion of the current postholder to Headteacher from September 2019, we are seeking to appoint a Deputy Headteacher with the vision and drive to support her in ensuring excellence for our young people. The successful candidate will be an outstanding teacher as well as an inspirational and highly motivated individual; the post will provide excellent preparation for those aspiring to become a Headteacher in the future.

We are looking for an experienced senior 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. Responsibilities will depend on the strengths of the successful candidate; we want to appoint someone with a range of skills and would like candidates to tell us what they can offer.

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 the school's website.

Closing date: 9.00am on Monday 18th March 2019

Interviews: Wednesday 27th March and Thursday 28th March 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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March 2019

Due to the successful appointment of the current Deputy Headteacher to Headteacher in September 2019 we are now seeking a new leader with vision and drive to succeed her. The Leadership Team will consist of five Assistant Headteachers and a Business Manager, in addition to the Headteacher and Deputy Headteacher. They are a strong team and so successful applicants should have a good track record of progress and achievement and should have current experience of working at senior leadership level.

The school is a converted Church of England Academy with a roll of 1,700 (6th Form over 300), on a large and attractive site. The 11-16 school has recently had a £22 million rebuild and is very well equipped. We are a popular and over-subscribed school, and are known to be a good, caring centre of learning. However, our examination results for the last two years have not been as good as they should be; it is therefore a splendid opportunity for a new Headteacher and Deputy Headteacher to lead a team in ensuring that real progress is achieved in the future.

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 50th 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 just over 300. 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: Deputy Headteacher

Job Purpose:

- To support the Headteacher in providing 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;
- To deputise for the Headteacher in their absence.

Key responsibilities:

Lead the strategic development of the school by:

- Upholding and developing the school's vision and values;
- Contributing to the school's self evaluation and improvement planning process;
- Leading specific elements of the school improvement strategy as defined by the Headteacher;
- Monitoring and evaluating standards of teaching and learning and implementing appropriate change strategies where required;
- 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;
- Sustaining partnerships with the Governing Body to ensure effective strategic planning for the school.

Ensure the effective working of the school by:

- Monitoring, supporting and working in partnership with other members of the Senior Leadership Team;
- Working to ensure professional relationships within the school are maintained and enhanced;
- Supporting the Headteacher in leading the school's response to critical incidents;
- Ensuring exemplary standards of behaviour and attendance;
- 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:

- Analysing 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;
- Developing additional opportunities to share effective teaching and learning principles and good practice;

Other responsibilities:

- Undertaking any additional responsibilities as directed by the Headteacher.



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Person Specification: Deputy Headteacher

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<p>Good honours degree</p> <p>Qualified Teacher Status</p>	<p>Higher qualifications in leadership and/or management</p>	<p>Application form</p> <p>Sight of original qualifications</p>
Experience	<p>Senior leadership role with recent experience at that level in an 11-18 school</p> <p>Proven track record of raising educational standards and achievement</p> <p>Proven track record of working well with students, parents, staff and the community</p>	<p>Experience of Senior Leadership in at least two schools</p> <p>Experience of working in a large school</p>	<p>Application form</p> <p>Letter of application</p> <p>Selection process</p> <p>References</p>
Leadership skills	<p>Vision and ability to deliver a strategy</p> <p>Ability to inspire, innovate and motivate</p> <p>Ability to build and manage high performing teams</p> <p>Demonstrate and demand high standards</p> <p>Commitment to sustaining partnerships between students, staff, parents, the community and Governors</p>	<p>Successful experience of change management</p>	<p>Letter of application</p> <p>Selection process</p> <p>References</p>
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 1st March: Advertisement in Times Educational Supplement

Monday 18th March (9.00am): Closing date for applications

Tuesday 19th and Wednesday 20th March: Shortlisting

Wednesday 27th and Thursday 28th March: Interviews

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

