Trinity CE High School Information Pack



CONTENTS

- Welcome Letter from the Head
- Background Information
- Job Description
- Our candidate Offer and Expectations
- DBS Information Sheet
- Application and Selection Process
- Data Protection Statement

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

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HEAD: Julian Nicholls, BSc MA

November 2019

Dear Applicant

Vacancy for the Post of Cover Assistant

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 permanent, term-time only position, working 5 days/30 hours per week, plus one Inset Day. The working hours are 08:15-15:15 with a 20 minute break and 40 minute lunch break. The salary is Grade 4, point 7-11 (£19,554-£21,166), which equates to a pro rata starting salary of £14,015.

When completing the application form please provide full details of your qualifications, employment (paid or voluntary) and the interests and skills that you have that would equip you to undertake this role. Please also outline any experience (paid or voluntary) you have of working in a school and ensure that you provide information to illustrate how you meet the points outlined overleaf in *'what we want from you'* and the main tasks of the job description. Please ensure that you provide a continuous list of your work history, explaining any gaps or breaks if necessary.

The closing date for applications is **09:00 on Wednesday 20 November.**

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



Julian Nicholls
Head

Ofsted Outstanding Provider

National Teaching School designated by National College for Teaching & Leadership

THE CHURCH OF ENGLAND Diocese of Manchester

BRITISH COUNCIL INTERNATIONAL SCHOOL AWARD 2016–2019

TRINITY CHURCH OF ENGLAND HIGH SCHOOL



Trinity Church of England High School was opened in 1984 with the foundation motto of *"Faith in the City, Value in People, Excellence in Education"*.

Today, over thirty years on, Trinity is an outstanding place of learning, promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths.

Trinity quickly established itself as a popular school serving the 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.



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

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. 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 full 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. Also in 2016, we achieved two further accolades: Full International School and Teaching School status.



Trinity recently benefited from a £21.5 million Wave 4 BSF Buildings & ICT Investment, which comprised 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 convertor academy the following year. Trinity is now able to offer an outstanding 21st century education to its 1300 students.

The latest capital development, the £3 million brand new Trinity Sixth Form Centre, opened in September 2016, and will have a capacity of 240 students, eventually taking the school student population up to 1460. Following the opening of the Sixth Form, we had a one day OFSTED inspection in October 2017, and we received confirmation that the school continues to be 'outstanding', including the Sixth Form.



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."*

Julian Nicholls, Head
School Year 2019-20

Job Description for the Post of
Cover Assistant

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 Deputy Head (Staffing).

Main Purpose of Job

To supervise students when teaching staff are absent. Under the guidance of teaching staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils.

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 undertake classroom supervision in the absence of teaching staff ensuring that students follow pre-set work programmes.
3. To ensure appropriate registers are taken and class and student records are maintained.
4. To assist in invigilating examinations and tests.
5. To work with students, either individually or in small groups, offering in-class support, encouragement and guidance for independence, and with practical activities when appropriate.
6. To assist in the development and implementation of differentiation of work for SEN students, using ICT where appropriate.
7. To act as a key-worker assisting named SEN students.
8. To undertake duties as required which will include pre-school, registration, break and lunch time supervision, punctuality duties and to take a part in the general life of the school as appropriate to the role.

9. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
10. Promote the inclusion and acceptance of all pupils.
11. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
12. Assist in maintaining high standards of health and safety at all times.
13. Maintain good relationships with colleagues and work together as a team.
14. Contribute to the overall ethos/work/aims of the school.
15. Attend relevant meetings.
16. Participate in training, including relevant learning strategies and other learning activities and performance management where required.
17. To assist with the preparation, layout and checking of students' personal equipment and materials as necessary and in the preparation of teaching materials as necessary.
18. To provide support to encourage social skills and for the individual personal needs of students.
19. To undertake training as appropriate, including First Aid.
20. To undertake other duties as required in line with grade and responsibilities of the post.

2019-2020

Cover Assistant

Contract term: Permanent

Contract type: Term-Time only, 30 hours per week
The working hours are 08:15-15:15, with a 20 minute break & a 40 minute lunch break

Scale: Grade 4, point 7-11 (£19,554-£21,166), which equates to a pro rata starting salary of £14,015

This is a great opportunity to come and work in our highly rated secondary school in central Manchester. Our school was inspected by Ofsted in January 2014 and was judged to be *'Outstanding'* in every category and *'Outstanding'* for overall effectiveness. In 2017, our new Sixth Form was also judged *'Outstanding'*.

We are now looking to appoint a suitably qualified or experienced person to undertake the classroom supervision of students throughout the school on a daily basis in the absence of teaching staff and to assist, as required, with duties, invigilation and in-class support.

WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1300 students aged 11-18, supported by a hugely talented, hard-working staff team;
- Excellent facilities in new and refurbished buildings;
- Twenty five days' holiday, rising to thirty days after five years' service;
- Enrolment in the Local Government Pension Scheme;
- Free parking and use of the school Fitness Suite;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

WHAT WE WANT FROM YOU:

- Experience and an understanding of safeguarding and child protection issues, or be willing to undertake training in these areas;
- Numeracy and literacy skills at least equivalent to RQF Level 2; good ICT skills are also desirable;
- 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;
- Good communication skills with the ability to work well within a team, yet able to demonstrate an ability to work unsupervised utilising their own initiative;
- Well organised with an adaptable and positive approach to all aspects of the workload;
- Training will be provided on safeguarding and school specific IT applications.

The closing date for applications is **09:00am on Wednesday 20 November**.

CVs **will not** be considered. For further details and to download an application pack, please visit www.trinityhigh.com

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safer Recruitment policy. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL

Declaration of Criminal Convictions

Post: **Cover Assistant**

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

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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 Wednesday 20 November.**

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 General Data Protection Regulation 2016.