

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Application pack

## HEAD OF YEAR 13

Main pay scale / UPS + TLR  
November 2019

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



ripleystthomas.com  
Ashton Road Lancaster LA1 4RS

01524 64496  
admin@ripley.lancs.sch.uk

November 2019

Dear Applicant,

## A letter from the Principal

Thank you for expressing interest in applying for the post of Head of Year 13 at Ripley. This vacancy will give the successful applicant the opportunity to work in one of the best schools in the country. We do hope you find the information contained in this pack informative and that it will enable you to reach a decision on whether to apply for the post.

We are seeking to appoint a colleague who shares our ambition to ensure that every young person at Ripley achieves their personal best.

We are a Church of England school which gives us a very distinctive ethos. Our motto of 'Believe.....' is central to our work, and we aim to share God's love by encouraging each young person and adult to believe in their own potential and by being a welcoming and inclusive school that looks for the best in everyone.

We are also very proud to be one of the highest performing, non-selective schools in Lancashire. Our GCSE results are consistently among the best in the county, averaging around 85% 9-4 (including English and Maths). We have received many local and national accolades which celebrate our excellent work over many years. Our post-16 results are equally as good. In 2018 our A Level results put us in the top 25% of Sixth form providers nationally.

One of our proudest features is our wonderful sixth form. Working in a modern purpose built centre we have nearly 400 students working on a mixture of A Levels and vocational courses. Our sixth form contributes significantly to our whole school ethos, and students develop their leadership skills by working with younger pupils in a wide variety of ways. The sixth form is a vibrant and dynamic place, and attracts a significant number of students from Ripley and from other local schools, making it one of the biggest school sixth forms in the country.

The school was last inspected by Ofsted in 2011 and was deemed to be "outstanding". We have been visited subsequently by Ofsted in July 2019 for a pilot inspection for the new framework. We are particularly proud that the Ofsted inspector commented so favourably on the positivity of our pupils and the excellent way in which our pupils buy into our ethos.

We are always oversubscribed in Year 7. Last year 962 pupils applied for one of our 280 places. Working at Ripley represents an exciting opportunity to work in a school which has huge potential. I have found the staff to be incredibly supportive. Similarly, I have found that our pupils are a very positive and enthusiastic group of young people.

*Believe.....*

Principal Mrs G Jackson  
Chair of Governors Mrs J Garnett

The Bay Learning Trust. Company Number: 07588464  
Registered in England & Wales

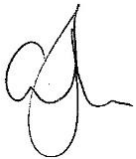


If you like what you have read so far and wish to be considered for this role, please complete the application form which is available from our website, and include a letter (of not more than two sides of A4, in Tahoma point 11 point) explaining your suitability for the post. At Ripley we take safeguarding very seriously and consequently the successful candidate will be required to complete a DBS enhanced check. Please do not include CVs with your application as these will be disregarded for safeguarding purposes.

The closing date for applications is Tuesday 19 November 2019 (midday) and interviews are planned for Monday 25 November. Electronic applications are fully acceptable and these should be emailed to my Executive Assistant, Mrs Rees at [reesj@ripley.lancs.sch.uk](mailto:reesj@ripley.lancs.sch.uk). Candidates called for interview will be contacted by phone in the first instance with detailed information following by email. I hope you will consider joining our team and I look forward to receiving your application.

Please do not hesitate to get back to me should you wish to discuss the role further or arrange a visit.

Yours sincerely

A handwritten signature in black ink, appearing to be 'GJ' with a stylized flourish at the end.

Mrs Gill Jackson  
Principal



## RIPLEY ST THOMAS CHURCH OF ENGLAND ACADEMY

Ripley was founded in 1864 by Julia and Thomas Ripley. Their gift to the city of Lancaster was our school with its beautiful buildings and grounds. The Ripleys' spirit of faith, hard work and service is still at the core of what we do now, over 150 years later. Today, Ripley is a school family made up of over 1700 children and young people and 200 members of staff. We continue the Ripley story by offering the best possible education to all our young people, firmly grounded in our Christian faith.

### About us:

- Our pupils and students are fantastic—they are highly motivated and engaged young people with supportive and caring parents.
- As a Church of England school we aim to maintain a distinctly Christian ethos while being genuinely welcoming and inclusive.
- We have 1750 pupils and students, including nearly 400 in our large sixth form
- The school admits 280 children into year 7 each year, and is heavily oversubscribed. In 2019 we had over 900 applications for one of our places in Year 7.
- Our long tradition of academic excellence places us among the highest achieving, non-selective schools in the country.
- Our Christian foundation is central to what we do and what we are.
- We offer a rich co-curricular provision, including music, drama and sport. We believe this gives our pupils and students essential buy in to the work of the school.
- Our purpose built sixth form centre gives us a modern area in which to work and study. It allows us to have a distinctive sixth form which is still closely linked to the main school.
- One of our most unusual features is our working farm. All children in KS3 study Agriculture and Horticulture, and can opt to continue this study at GCSE and in the sixth form.
- Produce from the farm is frequently to be found on our school kitchen's menu.
- We offer an academic curriculum and are unashamedly an academic school, which values hard work and high standards of teaching and learning.
- We are one of the highest achieving non-selective schools in the country, with 83% of our pupils achieving good passes in English and Maths in 2019.
- Pupils make good progress with us. In 2019 our progress score at GCSE was +0.25
- In 2018 our A' level results were in the top 25% nationally.
- We have very little "in year mobility". This stable population means that we can get to know every child and young person very well.
- We invest heavily in our pastoral system with teachers and support staff working as progress leaders in every year group.
- We are a leading school within the Bay Learning Trust. The Trust is growing fast and currently has four local schools working together. This gives colleagues the opportunity to work collaboratively with people in different contexts and is a way in which we promote career progression and CPD.
- Ripley is a Teaching School and a National Support School. We also run a successful SCITT, and we recruit many of the teachers we train.

### Our facts:

- The majority of our children are white British
- 12% claim free school meals, 1.5% have SEND and 6% are EAL
- Attendance is 95%
- 56% of our pupils are classed as "high prior attainment" by DfE
- Ofsted have told us we are "outstanding" three times - we agree!





## ABOUT RIPLEY

### Introduction:

Ripley St Thomas Academy started life as the Ripley Hospital, a charitable foundation endowed in 1864 by Julia Ripley in accordance with her late husband's wishes. Thomas Ripley was a local man who had made a fortune trading out of Liverpool and as he and Julia were childless they wished to spend their fortune in accordance with their Christian beliefs to benefit their home town. The Ripley Hospital originally provided for orphaned children in Lancaster and Liverpool. The buildings and the grounds were endowed by Julia Ripley and included a farm to ensure the children grew up well nourished. The farm still thrives and is one of our many unique features. The work of the Hospital continued until the outbreak of World War II when the building was requisitioned by the army. For three years after the war it was used as an emergency Teachers' Training College. After the trainee teachers left, the building became a National School, then a boys' secondary modern school. In 1966 the Boys' School amalgamated with St. Thomas Girls' School to become Ripley St. Thomas Church of England School. We became an academy in 2011, and set up the Bay Learning Trust in 2016 to ensure the school continued to serve its local area. The Bay Learning Trust now has four schools working in collaboration with a vision to ensure that all young people in the area have the opportunity to receive an excellent education.

### Leadership

Mrs Gill Jackson, taking on her second headship, joined the school in 2019 as its Principal, and became part of an established and experienced leadership team. Mrs Jackson was designated as a National Leader of Education in 2017. As the senior team, we recognise the importance of CPD in helping staff to develop professionally in order to realise their own potential and improve the life chances of all the children they work with.

### A Church of England School

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. Our aim is simply to serve our local community through providing an outstanding education to children of all faiths and none. We emphasise our Christian distinctiveness through regular acts of worship, but more importantly by valuing and caring for every member of our community.

### National Teaching School / National Support School

Ripley is a National Teaching School and a National Support School. We are very proud of this recognition of our work. We work within our Teaching School Alliance, in collaboration with other schools in the area. This enables us to share expertise with a wide range of colleagues, and ensure that we always have opportunities to improve our professional practice.

### Curriculum

Ripley aims to provide a curriculum that meets the needs of all pupils by offering a breadth of educational opportunity. Subjects are taught according to National Curriculum guidelines and a wide range of teaching and learning styles are used to ensure that pupils are actively engaged in their lessons. We have a three year KS4, so in Years 9, 10 and 11 all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and PE. In addition, pupils select 3 option courses from a wide-ranging choice of GCSE subjects. We give our pupils the opportunity to take the EBacc suite of qualifications, with the most able following single science courses. The curriculum is based on five 60 minute periods per day, organised as a two week timetable.

Our post-16 provision offers a wide choice of A Level courses, as well as BTECs in some vocational subjects.



### **Pastoral care and academic guidance**

The Progress Leaders, assistant Progress Leaders and Progress Tutors have responsibility for the welfare, academic progress and discipline of the pupils in their care. The tutors in each year group team have a particularly important role since they look after the same group of children as they move through the school. Time is set aside each day for a programme of activities designed to promote the pupils' social and learning skills, support literacy, and to enable tutors to get to know each pupil as an individual. Pupil Voice is important at Ripley and we have an active School Council and Year Group Councils.

### **Links between home and school**

We aim to develop strong links between home and school. We hold consultative evening meetings between staff and parents to discuss any concerns, acknowledge successes and agree targets for further improvement.

Parents also receive termly monitoring reports and are provided with regular communications about developments in school.

In addition, we publish various brochures and organise information evenings for parents at key points in their children's education, together with prize evenings to celebrate the success of pupils at different Key Stages.

### **Special educational needs and disabilities**

At Ripley we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area where they are provided with differentiated materials by their class teachers, whilst teaching assistants also offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

### **Co-curricular activities**

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include science, cookery, film club, eco club, IT and many others. There are a wide range of opportunities in physical education and the arts. The school enjoys a national reputation for music; we have school bands and choirs, and a large number of musical functions are held annually. There are also excellent opportunities for pupils to begin or continue instrumental tuition as well as to participate in the annual school musical production. Educational visits and exchanges all appear in our annual programme. Enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.

### **School uniform**

Pupils are expected to dress appropriately for a learning environment. School uniform is compulsory for all pupils in Years 7 to 11.

### **ICT resources**

In recent years the school has invested heavily to develop our ICT provision and we have a state of the art wifi system and an excellent Virtual Learning Environment. Every teacher has a laptop for personal use, and a PC in their classroom.





### Ripley active in the community

Pupils and students at Ripley are encouraged to learn from the expertise, experience and information available within the local community. The school in return aims to provide a significant contribution to the community through the high-quality education, guidance and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Ripley is active in its support of charities and we organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

### Our local area

Despite being a university city and home to 138,000 people, over two thirds of Lancaster is classed as rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Lancaster benefits from excellent rail and road links, indeed the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live, but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast and Morecambe Bay are within 40 minutes drive. The Lake District is 30 minutes away. Liverpool and Manchester are less than 1 hour away. London is less than 3 hours away by train, with Lancaster being a mainline west coast station, giving easy access to Scotland.

## JOB DESCRIPTION

<b>Responsible to:</b>	Assistant Head Teacher, Head of Sixth Form - Mr Malcolm Sim
<b>Job purpose:</b>	To be responsible for the academic and pastoral management of students in Year 13
<b>Salary:</b>	MPS / UPS + TLR: £6829
<b>Start Date:</b>	1 <sup>st</sup> April 2020 if possible, alternatively 1 <sup>st</sup> September 2020

### At Ripley St Thomas we aim:

- To educate our pupils and students in body, mind and spirit, enabling them to live life to the full.
- To place equal emphasis on academic excellence, character development and wellbeing.
- To serve the common good by fulfilling our commitments to our world and our community.

### Aims of the post:

To sustain and improve the quality of education and care offered to Year 13 students in the Academy through promoting the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in learning and teaching.

### General:

Working within our experienced Sixth Form leadership team to support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students so that:

- The Sixth Form is graded as an ALPS grade 3 or above.
- The vast majority of students achieve grades A\* - E at A Level (or BTec equivalents)
- All students achieve at least 95% attendance
- All students are able to access a suitable university course, apprenticeship or employment when leaving the Sixth Form at Ripley

### General responsibilities:

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to their work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with your year group.
- To monitor the quality of learning experienced by the year group, liaising with Subject Leaders and offering support and guidance where necessary.
- To promote the Christian ethos of the school through leading high quality assemblies.

### Academic Progress:

- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of subjects achieving the floor target of ALPS grade 3.
- To use assessment data such as GCSE points score, and ALPS target grades to inform an analysis of individual student progress, collective progress across each tutor group, year group as a whole.
- To have an overview of the range of barriers to learning that impact on student progress.
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and subject leaders.
- To monitor the effectiveness of these interventions and report to the Head of Sixth Form regularly on the progress being made by students in the year group.
- To liaise with key staff, including the SENDCO, regarding all groups of students' achievement in the year group.
- To monitor the Sixth Form behaviour logging system and to intervene, as appropriate, with students where there is a developing pattern of underachievement and non-compliance.



**Leadership and Management:**

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, dress code and safeguarding.
- To have an overview of interventions, where appropriate, using internal referrals and work with outside agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings.
- To monitor, analyse and follow up attendance at these events.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.
- To monitor student behaviour, attendance and achievement using the school's systems and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To contribute to the management of key school events for Year 13 students.

**Specific Accountabilities:**

- To oversee the transition from Year 12
- To lead the revision and preparation for A Level exams
- To provide pastoral support for students in Year 13
- To oversee and lead on UCAS preparation and delivery
- To administer the UCAS procedure for applicants from Years 12/13 and the post A Level cohort
- To support Year 13 students in applying for employment or apprenticeships
- In conjunction with Sixth Form Tutors to provide a UCAS reference on behalf of the school and to see the entire procedure through to its conclusion
- To advise applicants and their parents on choice of university/course
- To give close advice to Year 13 students on their personal statements
- To arrange mock interviews for UCAS applicants, where needed
- To provide references, on request, for past students
- To prepare for and conduct meetings about higher education for parents and Year 12 students in the summer term and prepare relevant written and electronic information for these parents and students
- To compile destinations data for Year 13 leavers

## PERSON SPECIFICATION

	Essential	Desirable
<b>APPLICATION FORM AND LETTER</b>		
<b>Qualifications and Professional Development</b>		
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Good honours degree or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A commitment to CPD</li> </ul>	✓	
<b>LETTER, INTERVIEW AND REFERENCES</b>		
<b>Knowledge, skills and personal qualities</b>		
Candidates should be able demonstrate they have:		
<ul style="list-style-type: none"> <li>• A genuine belief in the value of each child</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A knowledge of the GCSE and NC requirements of the subject</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A good knowledge and understanding of current curricular developments</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to maintain a high standard of teaching and learning</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to establish firm, fair and effective discipline</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A willingness to be part of a team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• High levels of commitment, motivation and initiative</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Good ICT skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to relate well to all members of the school community</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Good communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• High personal standards and high expectations of themselves and others</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A flexible approach to school life</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A desire to contribute to a range of co-curricular activities</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A willingness to contribute to the exploration and development of additional KS4 courses.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• An excellent health and attendance record</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A willingness to support and promote the school's distinctive Christian ethos</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• The ability to offer a faith reference</li> </ul>		✓

## APPLICATION CLOSING DATE

**The closing date for applications is**

**Tuesday 19 November 2019 (midday)**

**Shortlisted candidates will be contacted shortly after this date.**

If you have not heard from us by 22 November, please assume your application has been unsuccessful.

**Applications may be submitted by email to [reesj@ripley.lancs.sch.uk](mailto:reesj@ripley.lancs.sch.uk) or by post.**

Ripley St Thomas CE Academy and the Bay Learning Trust are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.