



# Trinity CE High School Application Pack



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## TRINITY CHURCH OF ENGLAND HIGH SCHOOL

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

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HEAD: Julian R Nicholls BSc MA



March 2019

Dear Applicant

### **Vacancy for the Post of Assistant Head of English TLR 2B (£4,530)**

Thank you for your interest in this full-time, permanent position at our school, commencing on 01 September 2019.

This pack contains information about the school – its ethos and values, its background, current position and aspirations, the Department, 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.

Your letter of application/Supporting Statement (*towards the end of the application form*) should be no longer than two sides of A4. Please ensure that you provide details of your relevant experience, your philosophy regarding the place of English in the curriculum and your response to the Christian ethos of the school. As we are a Church of England High School you may, if you wish, add the name of a member of the clergy or other religious leader as a third referee.

In order to be considered for this position, your completed application form must be received by the school by the deadline of 09:00 on Friday 22 March. Interviews are scheduled for Monday 01 April.

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. Furthermore, teaching posts are offered subject to the acceptance by the candidate of the Governors' Agreement for Employment, Clause 8 of which reads "*The teacher agrees to support the Church of England character of the foundation of the school.*"

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



# Assistant Head of English

Full-time, Permanent

Start Date: 01.09.2019

Trinity CE High School is an Outstanding school (Ofsted 2014) located close to the University in central Manchester and is an ideal place to both start and enhance your career.

## WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1300 students aged 11-18, supported by a hugely talented and hard-working staff team: *'The quality of teaching is outstanding'* (Ofsted 2014);
- Keen, committed students who are positive and active learners - *'The achievement of pupils is outstanding'* (Ofsted 2014);
- Excellent professional development and guidance;
- A very successful and over-subscribed school: *'The school is massively over-subscribed every year'* (Ofsted 2014);
- Excellent facilities in new and refurbished buildings, supported by the latest resources to support learning;
- 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:

- A well-qualified, industrious and talented team player who believes in lifelong learning and has a passion for the subject and an ability to bring it to life in classroom settings;
- The ability to teach English across the age and ability range up to A Level;
- The talent, interpersonal skills and range of teaching skills necessary to contribute to the success of the staff team;
- The commitment to care for everyone in our school community *'The main foundation for success that this school is built upon is faith; faith in the power of education and faith in young people'* (Ofsted 2014);
- A passion for teaching and learning that energises young people and allows them to develop the skills and attitudes they will need for their futures;
- The enthusiasm to develop this subject and the vision to extend the work already undertaken;
- To support the Christian ethos of our school.

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.

Teaching posts are offered subject to the acceptance by the candidate of the Governors' Agreement for Employment, Clause 8 of which reads: *"The teacher agrees to support the Church of England character of the foundation of the school."*

## ENGLISH DEPARTMENT

The appointment to the post advertised presents an exciting opportunity to join a high achieving, hard working and forward thinking department.

### **The Department**

The courses followed within the department embody both the ethos of the school and the aims of the department. We build upon the foundations taught at primary school so that pupils leave Trinity as articulate individuals who can communicate confidently with others.

As part of the Teach Manchester Alliance, we work collaboratively with other schools and colleges. This informs our planning and allows us to reflect upon our current practice, for example transition from KS2 to KS3, and challenging pupils to meet the level 9 demands.

Although already a successful department, we actively continue to seek ways of raising standards. The English team is supportive of one another and of students.

### **Curriculum**

At KS3 and KS4 all pupils are taught in sets according to ability.

In Years 7-9 pupils have 7 English lessons a fortnight. The curriculum at Key Stage 3 has been developed to enable pupils to develop their SPAG skills, but also have the opportunity to study a range of texts from different genres and periods in time. Given the new 1-9 specification demands, we have adapted our KS3 schemes to include the explicit teaching of structural devices and have introduced more 19<sup>th</sup> Century texts. Students are given regular feedback on their work and are expected to act upon it during lessons.

In Years 10 and 11, all students follow both the English Language and English Literature courses (AQA). Students have a different Language and Literature teacher and are allocated 2 lessons a week per course. Students value both subjects and are given regular feedback (standardised by members of our department who mark for the exam board).

With the opening of the Sixth Form, the department now offers A-Level English Literature (Edexcel).

### **Accommodation**

All classrooms are equipped with Smartboards and visualisers. Computer rooms and sets of tablets can be booked to support students with their independent learning. We also have access to a well-stocked Learning Resource Base and an Interactive Lecture Theatre.

### **Staffing**

The department currently has 10 full time and 3 part time teachers, with a wide range of specialisms and experience. We also have learning mentors who deliver our 'catch-up' intervention sessions with Year 7 and Year 11 students.

## **Job Description for the Post of Assistant Head of English**

### **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**

The Head through the Head of Department.

### **Main Purpose of the Job**

To support the Head of Department in co-ordinating the work of the English Department, leading and delegating to secure work of quality in that area of the curriculum.

### **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 work with the Head of Department to communicate the vision of English within the department.
3. To co-ordinate the production of quality resources to facilitate the teaching of GCSE English Language and GCSE English Literature.
4. To research relevant resources to develop the teaching of GCSE English Language and GCSE English Literature.
5. To oversee regular assessments of GCSE students' progress and, in conjunction with the Head of English, to organise appropriate interventions.
6. To continuously monitor and evaluate the schemes of work for GCSE English Language and GCSE English Literature ensuring they are up to date and appropriate.
7. To monitor the homework completion of GCSE students and follow up any concerns with relevant staff.
8. To share in the induction process of new teachers in the English department.
9. To share responsibility with the Head of Department to monitor and organise behaviour and movement on the English corridor and adjacent staircase.
10. To oversee the quality of cover work for English lessons.
11. To remain up to date with regards to relevant research into pedagogy and the teaching of English.
12. To assist the Head of Department with Performance Management and staff development within the department.

13. To represent the Head of Department, as appropriate, within the school's management and consultative processes.
14. To liaise, as appropriate, with other post holders in the school in the fulfillment of their tasks.
15. To undertake a teaching load and the main tasks as appropriate to all teaching staff.
16. To undertake other duties as required in line with the grade and responsibilities of the post.

*March 2019*





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 converter 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 2018-19



## Declaration of Criminal Convictions



**Post:** Assistant Head of English

**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***



## **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 and time of **09:00am on Friday 22 March**.

Our preference is for either uploaded applications via the TES website or emailed application forms via [recruitment@trinityhigh.com](mailto: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 an observed lesson you will be expected to teach, or a skills test that you will be expected to take, depending on the post applied for.

Candidates are usually invited to attend from 08:15. They will usually attend an assembly and be given a guided tour of the school before the lesson observations take place. Candidates are asked to bring relevant teaching and degree certificates, plus photographic ID and DBS certificate. 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.