

Application Pack

Join us

Development Officer

Closing date: 9th May 2022

Start date: ASAP



TRINITY
SCHOOL



“Pupils are highly motivated and well prepared for the next stage of their lives, helped by the exceptionally high standard of pastoral care.”

ISI Inspection Report 2021



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 six-yearly inspection of the school took place in 2021 and the team from the Independent Schools Inspectorate judged us ‘Excellent’ in both areas of focus: Pupils’ Achievement and Pupils’ Personal Development. Our students’ ambition was highlighted, as was the all-round nature of their achievements: ‘Pupils achieve outstanding success academically and in a wide range of co-curricular activities’ and they ‘combine outstanding intellectual curiosity with a strong willingness to think independently’.

The inspection report also captured what we believe is one of the most important parts of our ethos: our ‘collaborative atmosphere’. At Trinity, great outcomes are delivered through a culture of strong values. In this nurturing environment, curiosity and ambition can be fully explored and expressed.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. It is our aim that students leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn and others to learn from.

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 or apprenticeships, with around 10% of the Upper Sixth gaining offers from Oxford or Cambridge each year.

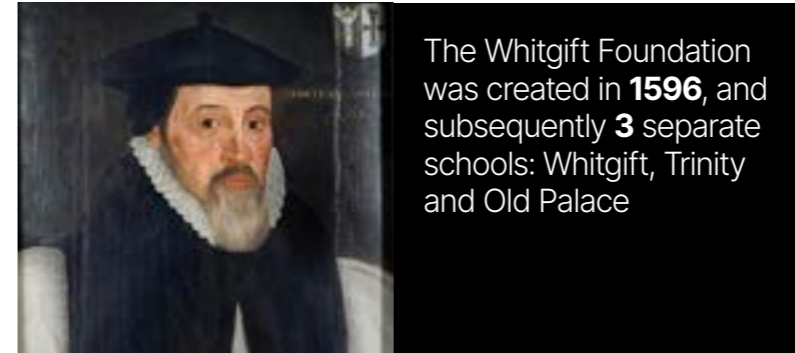
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields in 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. Most recently we completed a new multi-million pound classroom block, a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a state-of-the-art Sixth Form Centre, 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 pupils 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



The Whitgift Foundation was created in **1596**, and subsequently **3** separate schools: Whitgift, Trinity and Old Palace

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, between April 2020 and March 2021

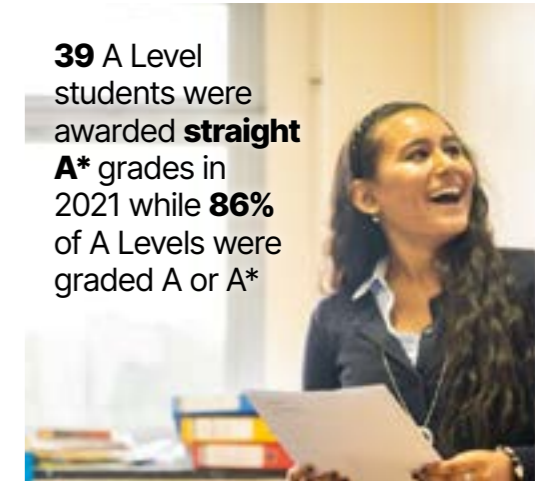


94% of GCSEs in 2021 were graded **9, 8 or 7**



27 acres of grounds

175 teaching staff
83 support staff



39 A Level students were awarded **straight A*** grades in 2021 while **86%** of A Levels were graded A or A*

Over **90%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years



Recently awarded **Excellent** by ISI (Independent Schools Inspectorate) and a Sunday Times **top 50** independent school, **four years running**



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



100+ clubs and activities



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 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, 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 school.



“Students develop into caring individuals with an appreciation for the community and world in which they are growing up.”

Trinity parent



“At Trinity we want to nurture extraordinary young people.”

Alasdair Kennedy



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 pupils 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 twice a 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, in the last two years, 100% of our new parents said that we achieve this.



“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

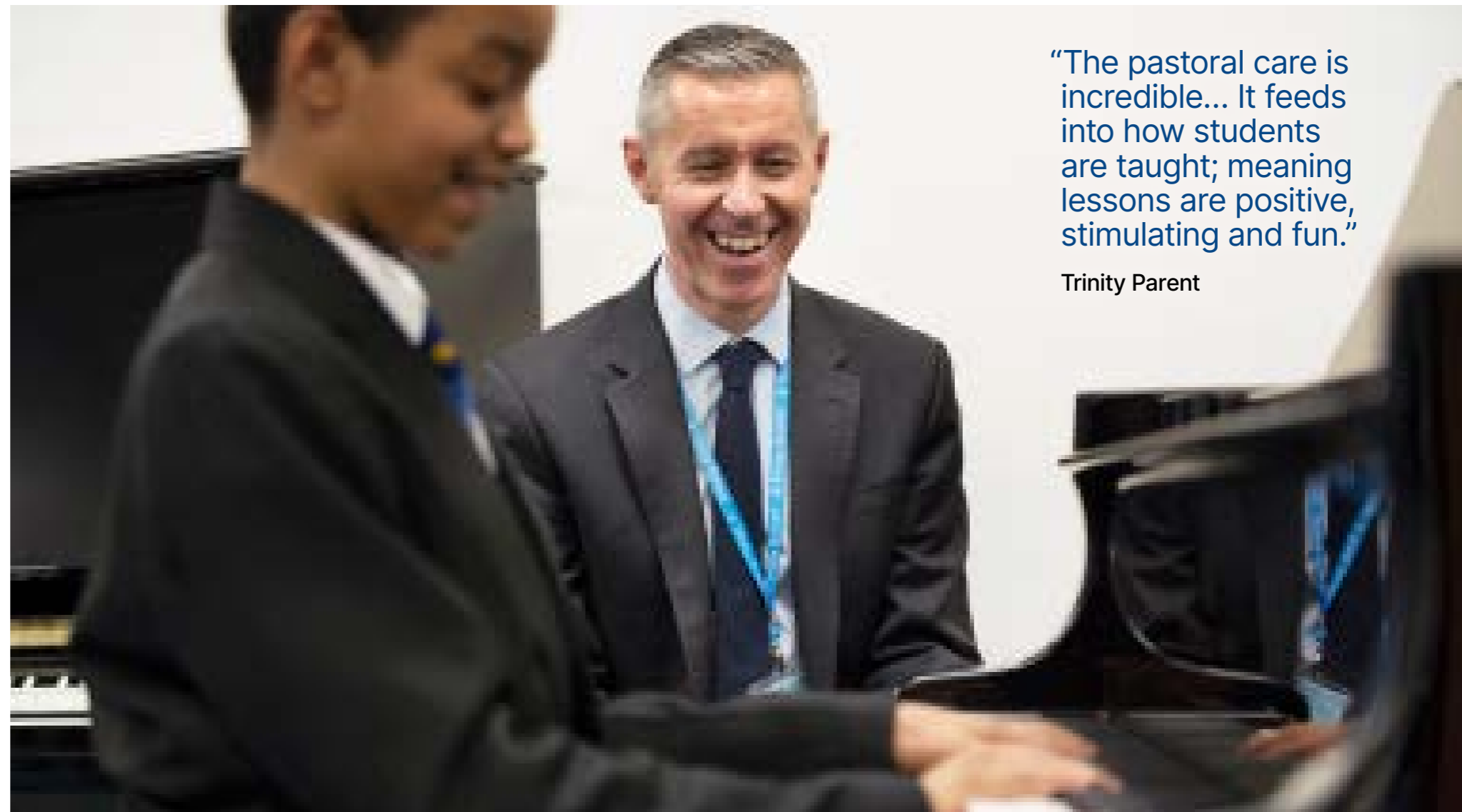


“The pastoral care is amazing ... the teachers are my eyes and ears.”

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 with whole school productions being performed at the end of the term. In Sport we offer over 150 sporting teams who boast strong national sporting success in a variety of different sports. We are also equally proud in the breadth of non-competitive sports and ensuring that all students can find a physical activity that they are passionate about.



“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 support 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 pupils 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 pupils are stimulated and their potential fulfilled, we aim to teach "beyond the syllabus" while 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.



"Natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching."

ISI Inspection Report 2021



Training and Professional Development

We provide our own initial teacher training programme and statutory ECT Induction and support those wishing to take teaching qualifications as well as those seeking to develop their knowledge and skills via postgraduate or other academic qualifications. A wide range of CPD opportunities run in school and many teachers choose to take part in our teaching forums or research projects. The ability to reflect critically and collaboratively on teaching practice is essential and student feedback on learning and the use of technology form key parts of our professional development programme.

"The teachers have a real understanding of how to get the most out of my son and they are incredibly encouraging and inspirational."

Trinity Parent

Working at Trinity

Salary and benefits

The 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.

Lunches are free and facilities such as the swimming pool and fitness suite are open to staff and their families during holidays as well as term time. Children of members of staff may also be eligible for fee discounts.

Further benefits can be found on the Whitgift Foundation website. These include health and wellbeing, and cycle to work, schemes; private medical insurance; life assurance and season ticket loans.

Diversity, equity and inclusion

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

As an equal opportunities employer, we aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background.

We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will 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 we regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.

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

Trinity Parent

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. By 2022, we will almost have certainly reached this target.



Benefits

Full details available on:
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

Simply Health Optimise 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

Support Staff Personal 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)

The Post – Development Officer

The Development Officer will work with the Director of Development to generate a steady growth of substantial gifts to the Trinity Bursary Fund from new and existing donors, developing relations between the alumni community and the school and ensuring an exceptional culture of donor care that recognises, celebrates and inspires existing and potential supporters. The Development Officer will work with other members of the Development and Alumni Relations Office (DARO) to maintain and improve the existing regular giving programme which fosters widespread participation throughout the Trinity School community.

We are seeking an enthusiastic person with a flexible and positive attitude to join our friendly and busy DARO which is the first point of call for alumni and donors to Trinity School. Preference will be given to those candidates demonstrating prior experience of new business generation gained in a fundraising or commercial sales environment and evidence of an ability to generate and manage and close new opportunities.

Reports to

Director of Development

Core Duties

Individual Philanthropy

- Take direct responsibility for developing individual relationships with a portfolio of high value prospects and soliciting gifts from them.
- Compile research and develop briefing and proposal documents for the Director of Development.
- Maintain and improve the regular giving and legacy programmes for the Trinity Bursary Fund.
- Support the Campaign Board and its members by providing any information and services necessary to encourage peer-to-peer giving.

Donor Care

- Work with the Director of Development to design and implement a development strategy with particular emphasis on donor stewardship, ensuring all those who give are thanked and recognised appropriately.
- Represent the interests of donors within the School community and ensure that giving is a positive experience for donors, ensuring departmental and other colleagues are aware of their role in delivering excellent donor care.
- Take responsibility for donor reporting – generally through an annual donor report publication; and

- individually through the production of bespoke reports for management and major donors.
- Work with the Alumni Engagement Manager and Alumni Services Manager to continually improve the engagement strategy, specifically with a programme of donor-centred events.

General

- Be fully informed about and engaged with the work of the School, and specifically its charitable vision and community partnerships and outreach activities.
- Assist colleagues in maintaining the integrity of donor data within the Raiser's Edge/NXT database and Graduway alumni engagement system.
- Any other duties within the scope, spirit and purpose of the job as directed by the Director of Development.



Terms and Conditions

- Salary: circa £30,000
- 52 weeks per year, 40 hour week
- Hours 8 am to 5 pm
- A generous budget is allocated to Professional Development and a variety of internal training courses are provided
- Further benefits can be found on the Whitgift Foundation website
- 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

Application Process

Timescales

Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midday on 9th May 2022.

Interviews are likely to be held on 16th/17th May. Trinity School reserves the right to interview and appoint before the published closing date.



Person Specification

Essential Qualifications, Skills and Experience

- Experience in major gift fundraising. Candidates with relevant experience and transferable skills gained in commercial sales environments and similar disciplines will also be considered.
- Strong project management skills and the ability to prioritise work effectively in a dynamic and demanding work environment.
- Ability to think strategically about potential gifts, development goals and objectives.
- An excellent command of written and spoken English.
- Strong sense of personal integrity. Honest and sincere approach to work.
- Meticulous attention to detail and scrupulous commitment to maintaining client confidentiality.
- Understanding of data protection and other relevant legislation and how this relates to fundraising.

Desirable Qualifications, Skills and Experience

- Experience working with the Raiser's Edge/NXT database.
- Experience of working on annual appeals (direct mail, digital appeals and telephone campaigns) and in donor stewardship (report writing, publications and events).
- Experience of writing fundraising proposals to secure donations from individual donors and charitable trusts and foundations.
- Educated to university degree level, or equivalent.
- An understanding of gift administration procedures and tax efficient giving opportunities in the UK and overseas.

Essential Technical Skills (including computer packages, if applicable)

- Strong IT skills (particularly Microsoft Office) and a working knowledge of CRM databases.
- Strong research skills.

Personal Qualities

- Calm and measured with outstanding professional integrity.
- Tenacious, flexible and self-sufficient in nature.
- Excellent interpersonal skills, with the ability to deal professionally with people from all backgrounds; establish internal and external networks and the resilience to deal with challenging personalities.
- Willingness to help in all areas of the busy DARO when necessary.

Confidentiality

The post entails continued work with personal data and confidential information. The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

Please contact

Mrs Karen Walsh
PA to Headmaster

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.

Apply online at www.trinity-school.org/vacancies

Thank you for your interest in Trinity School

