



Trinity School Carlisle

A Church of England
Academy





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HEADTEACHER -TRINITY SCHOOL, CARLISLE, CUMBRIA

Start date: September 2023

Salary range: L37 – 43

Age range: 11-18 NOR: 1700 (over 350 in the Sixth Form)

Due to the early retirement of our current headteacher the Governors of Trinity School, a converter academy, are seeking to appoint an exceptional leader with the vision and drive to ensure excellence for all of our young people.

We are looking for a 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. This post will provide an excellent opportunity for the successful candidate to drive improvement, make a positive difference to achievement and create a vision for the future which engages students, staff, parents/carers and the community. Candidates should have extensive senior leadership experience, probably Deputy Head of a large school or Headteacher of a smaller school.

Our school is a large, oversubscribed, truly comprehensive school, well respected in the local community, with committed and highly motivated staff, supportive parents and governors. The successful candidate will promote and nurture the Christian ethos and values of the school.

If you would like to visit our school, please contact Judith Clarke on 01228 403551 or by email ycl@trinity.cumbria.sch.uk, and we will arrange this for you.

Closing date: Monday 6th March 2023 at 12 noon

Interviews: Monday 13th and Tuesday 14th March 2023

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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January 2023

Dear candidate

Thank you for taking an interest in the post of Headteacher at Trinity. I hope the candidate pack and information on our website is helpful and I look forward to receiving your application. If there are any particular areas not covered in the pack that you would like to query, please contact Mrs Judith Clarke, PA to the Headteacher on 01228 403551 and she will arrange for me to call you back.

The vacancy has arisen due to the retirement of Jo Hawkin, who has been Headteacher for the last four years. To support the Headteacher we currently have two Deputy Headteachers, four Assistant Heads and a Business Manager. They are a very hard working and professional team, who I know will give the new Head every support.

The school is a converter Academy with a roll of 1700 (Sixth Form over 350) on a large and attractive site. The 11-16 school has recently had a £20 Million rebuild and is very well equipped. We are a popular and over-subscribed school, and are known to be a good, caring, Christian centre of learning. In all honesty examination outcomes for the last few years have not been nearly as good as they should be; it is therefore a splendid opportunity for a new leader to achieve real progress in the school, aiming for it to be outstanding in the future. We look to a new Head who will make a difference and who can inspire, challenge and empower students and staff, and thus raise standards of achievement. Strong leadership is essential, but we also seek an ambassador for the school who will possess the interpersonal skills to maintain the good relations with the local community, schools and churches, and of course the diocese, that the retiring Head has enjoyed. The successful candidate must be willing to support and promote the school's Christian values and inclusive ethos.

Trinity is a rewarding place in which to work. Please come and see for yourself before interviews are arranged, and I know you will be impressed. Carlisle, although situated in the far North of England, is in fact far from being isolated. Situated in Cumbria (with Ullswater Lake only thirty minutes away by car), it is just over an hour's drive to Glasgow, Edinburgh and Newcastle. There is an hourly train service to London (3¼ hour journey). It is a Cathedral city and the school has a foundation with the Cathedral going back for many years. Do come and have a look for yourself.

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 celebrated our 50th anniversary in 2018. 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 over 1700 students; this includes a Sixth Form of just over 350. 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 standalone 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, musicals and concerts; events in Carlisle Cathedral; Awards events; 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 are 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 students 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.

Please go to the Trinity school Website for further information about our school.





TRINITY SCHOOL VISION STATEMENT

The vision of the school

We believe that every young person in our care is uniquely valuable, important and deserves the chance to flourish. Our vision is of a hopeful, compassionate community which provides every student with the knowledge, skills and opportunities to enable them to lead a full and fulfilling life. **John 10:10**

What do we do because of our Christian Vision

At the heart of our Christian identity is the belief that each of our young people is uniquely made in the image of God. We take seriously our responsibility to nurture them as they grow in heart, mind soul and strength.

We describe ourselves to students, staff and parents as a family, team Trinity. This ethos of care affects all we do to support students with their academic education, their personal learning and future ambitions. We are full of hope that we can make a profound difference to the lives of young people.

Recognising the importance of our calling to care for the marginalised and vulnerable, we pride ourselves on our exemplary pastoral support and invest both time and resources into this area of our work. As a fully comprehensive school, it is important that all students are supported as part of our family. Leaders are highly visible and get to know students as part of their daily work. Classrooms and offices have open doors and leaders welcome openness and transparency to develop trust.

We believe that every member of our community is 'fearfully and wonderfully made' (Ps. 139:14). As a result we are unashamedly inclusive. We recently opened an inclusion unit to support the needs of a variety of students. We have a large Learning Support department, well above the national average number of students with EHCPs are taught in our highly successful 'Home Group' located at the heart of the school. We have a higher than average number of Looked after Children. We understand that life is difficult for many of our students and aim to teach them endurance to that they can be resilient in all that they strive for.

We understand the transformative power of grace and forgiveness. We operate a 'keep 'em in' culture and students are offered second chances and fresh starts regularly. Relationships between staff and students are key to providing a good atmosphere for learning. We treat each other with compassion but take a firm line when needed, restoring relationships and making sure that lost sheep are returned to the fold.

We encourage students to give back to the community, both within school and beyond. We support them in becoming courageous advocates through projects such as 'Give a Year to Trinity' and the Archbishop of York's Young Leader Award.

Our school mantra of 'Standards, Responsibility, Opportunity, for all' stems from our belief in God's purpose for each of us. Seeking to reflect Him in all we do, we recognise that education is part of God's continuing revelation and involvement in creation.

In all that we do we aim for high **standards**, be this in exam results, learning, teaching or wider development. We want our students to strive to do their best and at Trinity their best is always good enough: "Whatever you do work at it with all your heart" **Colossians 3:23**

We take **responsibility** for our actions and our place in the world, treating others as we wish to be treated ourselves: "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms." **1 Peter 4:10**

We provide rich and varied **opportunity**: "For I know the plans I have for you,' declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.'" **Jeremiah 29:11**

We value the uniqueness of all God's children and make sure that we include **all**: "See what great love the Father has lavished on us, that we should be called children of God! And that is what we are!" **1 John 3:1**





Job description: Headteacher

Job Purpose:

- To provide 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.

Key responsibilities:

Lead the strategic development of the school by:

- Maintaining and developing the partnership with the Governing Body in strategic planning for the school;
- Upholding and developing the school's vision and values;
- 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;
- Leading the school's self evaluation and improvement planning process;
- Monitoring and evaluating standards of teaching, learning, resource usage and management effectiveness and implementing appropriate change strategies where required;
- Leading the school's strategic financial planning;
- Leading the Senior Leadership Team and developing their potential.

Ensure the effective working of the school by:

- Monitoring, supporting and working in partnership with the members of the Senior Leadership Team;
- Maintaining and developing good working relationships with the Governing Body and supporting their work;
- Working to ensure professional relationships within the school are maintained and enhanced;
- Ensuring external contracts and all legal procedures are properly managed to the benefit of the school including ensuring all Health and Safety regulations are properly followed;
- Ensuring the effective implementation of safeguarding procedures;

- Leading the school's response to critical incidents;
- Ensuring exemplary standards of behaviour and attendance;
- Ensuring the school premises are fit for current and future purpose.

Be the school leader in links with the local and wider community by:

- Supporting the work of feeder primary schools;
- Supporting the Governors in the production of the school's policies and reports;
- Working effectively with other key leaders in the school, ensuring consistency of approach and success for all students of all abilities and backgrounds.

Maximise student achievement by:

- Oversight of the analysis of 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;
- Leading and driving the school's target setting processes and outcomes;
- Effective use of information and communications systems;
- Developing additional opportunities to share effective teaching and learning principles and good practice;
- Ensuring the pastoral and welfare systems are fully effective.

Curriculum:

- Ensure the school's curriculum meets the needs of the student population.

Other responsibilities:

- Line managing the work of the Senior Leadership Team;
- Undertaking any additional responsibilities as directed by the Governing Body.





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Person Specification: Headteacher

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<p>Good honours degree</p> <p>Qualified Teacher Status</p>	<p>NPQH</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 at least three years' recent experience at that level in an 11-18 school as a Head or Deputy</p> <p>Proven track record of raising educational standards and achievement</p> <p>Experience of leading teaching and learning across the full age range of the school</p> <p>Experience of resource management</p> <p>Proven track record of working well with students, parents, staff and the community</p>	<p>Experience of working in a large school (1,000 plus students) for a number of years.</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>Commitment to further strengthen the development of the school's Christian ethos and standards of behaviour</p> <p>Commitment to build and manage high performing teams</p> <p>Demonstrate and demand high standards</p> <p>Strong team building skills enabling leadership at all levels</p> <p>Commitment to sustaining partnerships between students, staff, parents, the community and Governors</p>	<p>Successful experience of change management</p> <p>Experience of promoting SMSC throughout school</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>Letter of application</p> <p>Selection process</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>		References
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	<p>Commitment to safeguarding and promoting the welfare of students</p>	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:

School visits are entirely optional but if you would like the chance to look around then contact Mrs Judith Clarke on 01228 403551, or by email, jcl@trinity.cumbria.sch.uk

Please note Half Term is Monday 20th February – Friday 24th February and visits will not be possible during this time.

Monday 6th March (12.00 noon): Closing date for applications

Monday 13th and Tuesday 14th March: Interviews

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

