



Trinity CE High School Information 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 Nicholls, BSc MA



June 2024

Dear Applicant

Vacancy for the Post of Assistant SENCo

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/35 hours per week. The working hours are 08:15-15:45, Monday to Friday, with a 30-minute lunch break. The salary is Grade 6, Points 21-25 (£30,825-£33,945 FTE), which equates to a pro rata starting salary of £25,835.

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 & person specification. 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 Monday 08 July**. Interviews will be held on **Wednesday 17 July**.

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

A handwritten signature in black ink, appearing to read 'Julian Nicholls', written over a white background.

Julian Nicholls
Head



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”*.



We are celebrating our 40th year and continuing the tradition of our foundation promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths. Our student body is diverse and ideally we would have a workforce which reflected this diversity – role models from all communities are very much welcome here.

Trinity has become one of the most popular schools serving the City of Manchester and districts beyond. Its teachers, support staff and students work to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributes towards the genuine sense of partnership between home and school and has 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, Aquatics Centre and SportsCity.



The school's excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 5G multi-sport courts.

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, engineering, computing and mathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities.

Trinity's most recent full Ofsted Inspection took place in November 2023, and we were judged 'Outstanding' or 'Good' in every category. The most recent National Society (Anglican) Inspection, in November 2023, assessed Trinity in the highest category lavishing praise on the strong relationships in the school.

In its recent history, Trinity benefited from a £21.5 million Buildings & ICT Investment which was supplemented by a £3 million sixth form Centre, opened in September 2016. The 'Outstanding' sixth form is has a capacity of 260 students and has taken the school student population above 1500. In 2022, the school opened up a £1.5 million building extension to enable great consistency of rooming for students and teachers.



Trinity is a 'Single Academy Trust' – we were one of the first in the country to experience the freedoms of academisation and have maintained our independence to this day. We are rightfully proud of the strong foundations that we have given to many students and staff who have either learned or worked here over the last 40 years.

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 2023-24

Ofsted Report – November 2023

Ofsted have now released their report on what their team found out during their two day visit in November. The report reads very well indeed and everyone involved should be very proud of the great school we have. I would like to thank parents particularly at this point for their support. I received many messages of encouragement and I know that almost two thirds of parents in the Ofsted Parents' Survey said their child was 'very happy' at Trinity - a figure that I've not seen beaten by any Manchester high school in their Ofsted year.

Importantly, the report says that students **"value the strong friendships they cultivate which helps them feel happy"** and that students are rightfully **"very proud of their diverse community"**. Our sixth formers were praised as being **"excellent role models for their younger peers"**.

Additionally, the inspectors were full of praise for the teaching that goes on in departments, the expert staff and the pastoral care that is part of our outstanding work. They said that all students **"achieve very well"**, that there is a **"calm and purposeful environment"** and that the sixth form is **"outstanding"**. The inspection team also praised the leadership of the school (from governors to senior and middle leaders through to the 'effective' safeguarding team). They were also very impressed with the personal development of students whilst at Trinity, giving us an 'outstanding' grading in this area - the extra-curricular provision in music, PE and performing arts certainly helped them to make that judgement.

Inspectors added that the school is **"highly aspirational"** that **"students are prepared very well for their lives beyond school"** and that our sixth formers are **"very well prepared for their ambitious next steps"**.

Ofsted, like our own self-evaluation, gave us some areas for development. The first is that we develop a reading scheme to support those with weaker English at KS4, the second was that they identified that the behaviour of a "small number" of students should be addressed. The school is responding positively to both of these areas.

As with all inspections, the resource of time was limited and I would argue insufficient to really accurately reflect all that is great about the school. Two things I would point out that I feel were completely overlooked; firstly, the exceptional attendance by our students - I know that our attendance is far higher than local and national averages and is a current national priority - so I can't explain why this wasn't mentioned at all. Secondly, the school has a higher than average proportion of Pupil Premium students and as a cohort they perform in line with those who are not disadvantaged nationally. The improving outcomes and progress of this cohort compared to national figures, is something that we are proud of and are continually striving to improve further.

The school is rightfully pleased with the outcome, thank you to all stakeholders - parents, students, staff, governors, the Diocese and the Local Authority who all contributed to making this a positive step in the next phase of developing this great school with many outstanding features!

SIAMS Report – November 2023

I am delighted to be able to let you know that we have received a glowing report from the SIAMS inspectors. I have chosen to use the inspectors first paragraph in full below to introduce the report and following this I have listed ten further comments for you to read.

“At the heart of the city of Manchester, this diverse community is one with God at it’s heart. Established to serve a multicultural, multifaith population, Trinity succeeds as a place of faith, valuing everyone and pursuing excellence. In this, it is true to its contextually appropriate Christian vision. This is because leaders, including governors, rigorously and robustly evaluate both the potential, and actual, impact of their policies and decisions. The ‘Trinity Together’ approach, built on Christian values, provides a common understanding of difference, diversity and inclusion. This enables all to find their place and know that they are welcomed into a culture of care and respect.”

Our ‘top ten’ comments:

“Pupils say they feel safe within the school.”

“Parents reflect that they choose this school because it represents modern society and mirrors their care and aspirations for their children.”

“Students are enabled in their sporting, creative and spiritual flourishing through a rich provision of formal learning and enrichment activities.”

“The school’s location supports and encourages the vast array of different partnerships that it embraces and pursues to the advantage of all.”

“Inspired by the Christian vision’s intention of ‘care and happiness’, pupils know the value of dignity and respect for all.”

“Leaders are mindful of the needs of the community and proactive in their care for all.”

“Pupil leadership roles are many and respond to pupils interests and strengths.”

“The talented team of religious education (RE) teachers are very capably guided so that pupils enjoy and succeed in their learning.”

“The inspection findings indicate that Trinity Church of England High School is living up to its foundation as a Church school.”

Comment from Deborah Smith, Diocesan Director of Education

“I was delighted to read the recent SIAMS report which highlighted a myriad of ways in which Trinity High School enables both adults and students to flourish within a Christian environment. Keep up the great work.”

Julian Nicholls, Head
School Year 2023-24

Job Description for the Post of Assistant SENCo



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 SENCo.

Main Purpose of the Job

To take a lead role within the school in ensuring that the specific needs of students with SEND are being met and outcomes maximised through appropriate and effective interventions. To oversee the tracking and monitoring of SEND students' data, in order to ensure progress.

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 attend to day-to-day issues that arise in the SEND base.
3. To deputise for the SENCo at meetings.
4. Be responsible for keeping and updating records, information and data, producing analysis and reports as required.
5. To oversee the Assess, Plan, Do, Review process, working with the SEN Team to achieve this.
6. To work with the Student Services Manager in the development, implementation and monitoring of systems, relating to attendance and integration of SEND pupils, eg registration, truancy, pastoral systems.
7. Provide objective and accurate feedback and reports as required, to the school on SEND pupil achievement, progress and other matters, ensuring the availability of appropriate evidence, with particular emphasis on the impact interventions have had on expected outcomes.
8. Work with the SENCo in planning, evaluating and delivering CPD opportunities for other staff.
9. Assist the SENCo with the development and implementation of Provision Maps.
10. To liaise with therapists, social care staff, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into Provision Maps and for Health Care Plans.
11. To take a lead role in overseeing the planning, delivery and evaluation of interventions.
12. Take a lead role in the provision of support for pupils with special needs and to challenge and motivate pupils, promote and reinforce self-esteem.
13. To take part in liaisons with schools and other relevant bodies to gather pupil information.

14. To have responsibility for the planning and delivery of interventions aimed at supporting those students with complex needs who are working significantly below expected levels.
15. Organise and manage an appropriate learning environment and resources and support pupils' access to learning, using appropriate strategies and resources.
16. To take part in the development and implementation of appropriate behaviour management strategies promoting self-control and independence.
17. Attend and participate in regular meetings.
18. Participate in training and other learning activities as required.
19. To advise and support teaching staff in meeting the needs of students with complex needs.
20. Promote the inclusion and acceptance of all pupils.
21. Leading reviews.
22. To undertake other duties as required in line with the grade and responsibilities of the post.

2023-2024

Person Specification for the role of Assistant SENCo

Attributes	Requirements	Essential	Desirable
Education Qualifications	At least RQF L2 in English Language and Mathematics	✓	
	Qualified HLTA with experience in a secondary special school		✓
	Other professional development in the area of SEND		✓
	Up to date Safeguarding training		✓
Experience	Experience of working with students in KS3 & 4, with evidence of having achieved successful student outcomes	✓	
	Knowledge & understanding of how children learn	✓	
	Sound grasp of the concept of inclusive practice		
	Good knowledge of SEND Code of Practice	✓	
	Experience of working closely with parents in successful home-school partnerships that support pupils' needs	✓	
	Knowledge of issues relating to equal opportunities	✓	
	Knowledge & experience of using basic diagnostic tests for identifying specific needs	✓	
	Knowledge of current educational issues	✓	
Personal & Professional Skills & Knowledges	Skilled at making & sustaining positive relationships with children	✓	
	Able to stimulate children's interest in learning	✓	
	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓	
	Able to work closely with other adults, offering them practical advice & strategies that assist them to overcome problems relating to the teaching of pupils with SEND	✓	
	Skilled at developing children's self-esteem & motivation so they become resilient, independent learners	✓	
	Capable of planning intervention work, accessing the needs and achievements of children & maintaining appropriate records	✓	
	Able to work closely with the wider school community in the development of provision for pupils with SEND	✓	
	Able to foster effective relationships with parents, communicate with them and encourage their active participation in their child's education	✓	
	Excellent written and oral communication skills	✓	
Personal Characteristics	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to attend any relevant training opportunities	✓	
	Ability to drive and access to own transport	✓	

Assistant SENCo



Contract term: Permanent

Contract type: Full-Time

Scale: Grade 6, Point 21-25, pro rata starting salary of £25,835

Trinity CE High School is a thriving and popular school located close to the Universities in central Manchester and is an ideal place to start or enhance your career.

WHAT WE CAN OFFER YOU:

- The opportunity to join our school of 1500 students aged 11-18, supported by a hugely talented and hard-working staff team;
- Keen, committed students who are positive and active;
- A very successful and over-subscribed school;
- Excellent professional development and guidance – we welcome applications from ECTs;
- Opportunities to work closely with the senior leadership team on strategic whole school developments, including teaching and learning and pupil premium initiatives;
- Excellent facilities in new and refurbished buildings, supported by the latest resources to support learning;
- Staff Wellbeing Fund for initiatives, activities and social events that support staff mental and physical health;
- 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;
- Experience of working in an educational setting with effective behaviour management skills - experience of working with students with ASD would be especially welcome;
- Have a basic understanding of child development and learning with an ability to relate well to children and adults;
- 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.
- Supportive of the school's excellent staff attendance and punctuality record.

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."

THE SEND TEAM

Staffing

We have a Learning Support Department which is made up of two part-time Special Educational Needs Coordinators (SENCO), one Deputy SENCO, two Assistant SENCOs, three Grade 4 Teaching Assistants, one specialist SEND Teacher, and a team of Teaching Assistants.

Working with Students

Teaching Assistants are deployed within year groups to support students who either have an Education Health and Care Plan or who have additional educational needs. As well as supporting learning, Teaching Assistants are involved in the Access/Plan/Do/Review cycle and meet termly with a small number of students to update their personal profiles, which are then shared with teaching staff.

At Key Stage 3 (Year 7), we run a curriculum pathway for students working significantly below age expected levels. This is an intensive intervention aimed at developing the skills that students need to access the curriculum in mainstream classes. This group of students have access to a Teaching Assistant in all their lessons.

The SEND team runs a wide range of interventions, dependent on the needs of students. These include social circle groups, Lego therapy, communication, managing emotions, literacy, numeracy and specific learning difficulties. Some of these interventions are led by Teaching Assistants.

Teaching Assistants support educational visits across all key stages and occasionally support individual students accessing off site educational opportunities, such as transition to college courses.

Staff Development

The Department has a wide range of resources to support Continuous Professional Development (CPD) and all staff are encouraged to participate in the training opportunities made available throughout the year within the department. Training is given annually to facilitate Teaching Assistants supporting exam concessions.

Accommodation

The SEND Department has a suite of rooms including two classrooms, a life skills room, a calm zone.

Trinity CE High School Safer Recruitment Procedure



Trinity CE High School is committed to safeguarding and promoting the welfare of all students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of Disclosure Required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions;
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice](#) (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided;
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form, which you will send to the HR Manager. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

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.

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. *This information is sent out with application packs for all posts.*

Our Recruitment Process

At Trinity we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.



We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off submitting an application.

To apply for this position please go to the advertisement for this post on the Tes website and complete all fields on the online application form prior to the deadline. If you require an application form, please contact recruitment@trinityhigh.com.

Please ensure that the form is completed by the closing time & date of **09:00 on Monday 08 July**, with interviews being held on **Wednesday 17 July**.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

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 via the Tes Portal in the first instance, followed by email and/or phone-call, so please ensure that your details are correct and provided in full on your online application.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, 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 the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked by HR 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.

