

Application Pack

Join us

Deputy Head Pastoral

Closing date: 8.30am Wednesday 31st January 2024

Start date: September 2024



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,

AJS Kennedy



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.

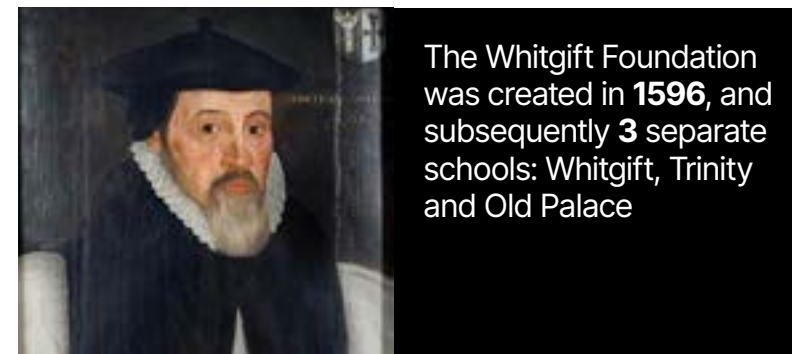
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

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

At Trinity we have **1000+** students, aged between **10-18**

1300 hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, during the last year



89% of GCSEs in 2023 were graded **9, 8 or 7**

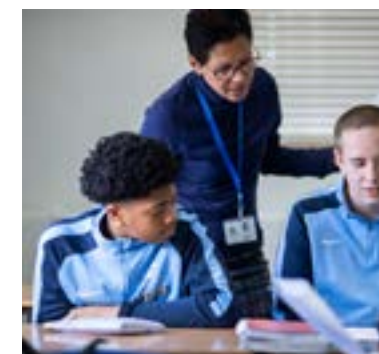


Recently awarded **Excellent** by ISI (Independent Schools Inspectorate) and a Sunday Times **top 50** independent



In 2023, **92%** of A Levels were graded **A / A* / B**

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



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



Ranked **31st Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2024, and 16th in London.



27 acres of grounds

175 teaching staff
83 support staff

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 and the school's sporting reputation is also very strong, with regular national and international success. There are over 100 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.



"The pastoral care is incredible... It feeds into how students are taught; meaning lessons are positive, stimulating and fun."

Trinity Parent



Working at Trinity

Salary and benefits

The John Whitgift 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. The benefits package is summarised on the following page.

All staff are entitled to free lunches in the school restaurant and free membership of the Trinity Sports Club. The Sports Club boasts a 25m swimming pool, fitness suite, two large sports halls and several squash courts which are available to use during school holidays as well as term-time for staff and their family.

Staff are encouraged to take advantage of school facilities and co-curricular opportunities e.g. the climbing wall, discounted scuba-diving lessons, choirs, internal art competition, chess club, running club etc. There is also an active Staff Common Room Committee running regular social events.

Diversity, equity and inclusion

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

We aim to create a welcoming, respectful and safe environment for all members of our community. We believe it is the responsibility of all to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and 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 full social media check.

We regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.

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.

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.

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.



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

Bupa 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

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)

School accommodation (for a family if needed) may be available

The Post – Deputy Head Pastoral

The purpose of this post is to lead pastoral strategy and delivery across the school. This will include leading our Pastoral Team to deliver exceptional pastoral care to all students, alongside driving our Equity, Diversity and Inclusion (EDI) work, our Mental Health and Wellbeing for staff and students, and our Personal Development (PSHE) curriculum.

This is a key role on the Senior Management Team. The post holder will contribute to whole-school development as part of this team, and will be line managed by the Headmaster.

The Deputy Head Pastoral will line manage the Heads of Personal Development, the School Nurses, the School Counsellor(s), the School Psychologist, the Mental Health Lead, EDI Leads, and the PA to the pastoral team.

There will be significant work alongside the Senior Deputy Head and the Heads of Section on the most significant pastoral and disciplinary matters.

While the post holder will not lead our safeguarding work, there will also be significant liaison with our Assistant Head – Safeguarding (a new post for September 2024). The Deputy Head Pastoral will be a member of the safeguarding team as a DDSL.

Reports To
Headmaster

Job Description

The main responsibilities in each of the following areas will be:

Pastoral

- Lead and enable a supportive and knowledgeable community, in which the wellbeing, welfare and safety of our students and staff are prioritised
- Share responsibility for promoting an atmosphere of warmth, trust and mutual support across the school, in line with our aims
- Provide expert advice and support for students, their families and staff on welfare issues
- Ensure that staff and governors are appropriately trained in pastoral matters, including through the staff induction process
- Support Heads of Section in promoting and enabling the highest quality of pastoral care from Heads of Year and Tutors across the school
- Make use of pastoral and safeguarding records, including bullying logs and medical room visits, to drive pastoral strategy
- Take lead responsibility for policy review, development and implementation in pastoral areas, working with the Senior Deputy Head and Assistant Head – Safeguarding
- Share responsibility for promoting good behaviour across the school, and assist senior colleagues in managing any significant behavioural issues

- Oversee the work of Student Councils
- Chair the half-termly pastoral team meetings
- Take lead responsibility for pastoral themed weeks and other pastoral initiatives and projects across the school e.g. Black History Month, Mental Health Week, Diversity Week
- Support and manage the interests of student faith groups
- Working with SMT, ensure that all elements of our pastoral provision successfully fulfil ISI requirements, with a particular focus on student voice, online safety, bullying trends and evidencing the personal development of students

Personal Development

- Oversee our Personal Development (PD, effectively PSHE) programme for all year groups, ensuring we have a current and engaging curriculum that successfully supports our students, and is in line with current government guidance (e.g. on RSE and online safety)
- Manage the Heads of PD in each section of the school
- Monitor and evaluate the effectiveness of student learning through our PD programme
- Review the PD curriculum regularly, to ensure it meets the needs of our students and fulfils statutory requirements

Equality, Diversity and Inclusion

- Lead our EDI strategy across the school, ensuring that governors, staff, students and parents are well-informed of the school's aims and priorities
- Ensure staff, students and governors are appropriately trained in EDI
- Line manage our staff Equity and Inclusion Leads, and lead the staff EDI Committee
- Liaise with the Head of Sixth Form in running the student EDI Committee

Mental Health and Wellbeing

- Lead the school's strategy for promoting good mental health and wellbeing among students and staff
- Line manage the Mental Health Lead, the School Nurses, the School Counsellor and School Psychologist

Senior Management Team

- Contribute to whole school monitoring and improvement as part of SMT, including self-evaluation
- Assist with the safer recruitment of staff
- Be a visible supporter of school activity, and attend events such as Open Day, entrance examinations etc
- Be present for public exam days in August
- With SMT, share cover for school trips in holiday times
- Teach a significantly reduced timetable in an academic subject and PD
- Carry out any other reasonable duties as required by the Headmaster

Governors

- To work closely with the governors' Welfare sub-committee, reporting on all pastoral matters
- Attend the termly Trinity School Committee meetings.

Person Specification

We expect that the successful candidate will have:

- A track record of successful leadership in schools
- The ability to motivate and inspire both colleagues and students
- The ability to identify areas of improvement in school performance and a solution-oriented mindset
- Intellectual acuity needed to contribute significantly to educational debate within the school
- Natural leadership qualities, with a capacity to initiate and manage change with confidence and creativity
- Educated to degree level or equivalent
- Experience of successful delivery of services and resources
- A working knowledge of, or the ability to learn quickly the regulatory framework for independent schools
- The ability to work collaboratively as part of the Senior Leadership Team and to work under the leadership of the Headmaster
- The ability to motivate and encourage individuals and teams to achieve optimum results
- The ability to consult, seek and source advice where necessary

Terms and Conditions

- 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
- Successful candidates will be subject to a social media check



Application Process

Timescales

Please apply online via <https://candidates.perrettlaver.com/vacancies/> quoting reference number 7087 by 8.30am on Wednesday 31st January 2024.

Shortlisted candidates will be invited to first round interviews at Trinity School Wednesday 7th, Thursday 8th and Friday 9th February 2024. Successful candidates will be invited for final interviews on Wednesday 21st, Thursday 22nd and Friday 23rd February 2024.

Start date September 2024.

Trinity School reserves the right to interview and appoint before the published closing date.



Please contact

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Further details about Trinity may be found on our website **www.trinity-school.org**.

Apply online at <https://candidates.perrettlaver.com/vacancies/> quoting reference number 7087

Thank you for your interest in Trinity School

