

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Application pack

Assistant Progress Leader

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

ripleystthomas.com  
Ashton Road Lancaster LA1 4RS



01524 64496  
admin@ripley.lancs.sch.uk

Dear Applicant

Thank you for your interest in applying for the post of Assistant Progress Leader. I hope the attached documentation will provide you with the information you need and that you will feel encouraged to apply for this post.

Ripley is a large and very successful secondary school with a long history and great tradition. There are currently over 1750 children on roll, with 400 of these in the Sixth Form, and there are around 180 staff. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The school serves a very wide community with pupils coming from around 60 primary schools. As the lead school in our MAT, The Bay Learning Trust, we work closely with other local schools to provide the best educational opportunities for children in the Lancaster and Morecambe area.

We are first and foremost a Church of England school. We seek to provide an education for life, enabling each member of our school community to flourish and to live life to the full. We want our young people to grow in body, mind and spirit during their time with us. This means we offer a broad and rich curriculum, alongside a huge range of co-curricular opportunities, so that each young person can discover where their God-given gifts and talents lie. We live out our Christian distinctiveness through regular acts of worship as well as through our Christian values which influence how we treat each member of our school community.

One of our most unusual features is our school farm. Pupils in Key Stage 3 all enjoy Agriculture and Horticulture lessons and it is a real pleasure to see our sheep, horses and alpacas in the school paddock when we arrive at school!

We are proud to be one of the highest performing non-selective schools in Lancashire. Our GCSE results are consistently amongst the best in the country, averaging around 85% 9-4 in English and Maths. We also have one of the largest school sixth forms in the country, offering a wide range of courses and welcoming students both from Ripley and from other local secondary schools. Ofsted and the Church School inspectors both said we were 'outstanding' at our most recent inspections and our teacher training provision was equally graded 'outstanding' in 2017.

We promote a culture of excellence here at Ripley and we expect the highest standards from our young people. We want pupils from all backgrounds and from all starting points to do well and we believe that the best way to achieve this is through excellent teaching, strong discipline and hard work.

We offer staff support and training of the highest quality at all stages of their career. We are looking for staff who are learners themselves, who are prepared to work hard and contribute to our whole school community, and who will support our ethos, whatever their own faith position might be.

*Believe.....*

At Ripley, we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

Please do take a look at our school website to learn more about who we are. I would particularly recommend the videos for Open Evening and for the Year 6 transition which will show you our magnificent grounds. If you would like to visit the school prior to applying, please contact my Executive Assistant, Mrs Rees on the school number or by email [reesj@ripley.lancs.sch.uk](mailto:reesj@ripley.lancs.sch.uk). If you would like to make an application, please complete the form (and write a letter (no longer than 2 sides of A4 – font Tahoma 11) outlining how your skills and experience fit you for the post and how you will contribute to Ripley.

Ripley is a very welcoming and close knit community – we often talk about The Ripley Family – and it is a great place to work! If you would like to be part of this dynamic and successful academy and you feel you have the qualities we are looking for, I would encourage you to apply for this post.

Yours sincerely



Mrs C Walmsley  
Principal



*Mrs C Walmsley*



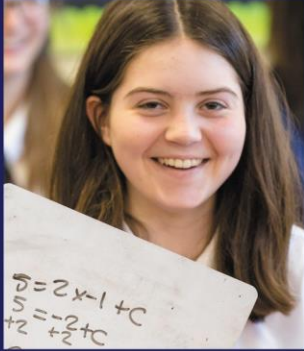
## Ripley St Thomas Church of England Academy

Ripley was founded in 1864 by Julia and Thomas Ripley. Their gift to the city of Lancaster was our school with its beautiful buildings and grounds. The Ripleys' spirit of faith, hard work and service is still at the core of what we do now, over 150 years later. Today, Ripley is a school family made up of over 1750 children and young people and 180 members of staff. We continue the Ripley story by offering the best possible education to all our young people, firmly grounded in our Christian faith.

### About us:

- Our pupils and students are fantastic—they are highly motivated and engaged young people with supportive and caring parents.
- As a Church of England school we aim to maintain a distinctly Christian ethos while being genuinely welcoming and inclusive.
- We have over 1750 pupils and students, including nearly 400 in our large sixth form
- The school admits 280 children into year 7 each year, and is heavily oversubscribed.
- Our long tradition of academic excellence places us among the highest achieving, non-selective schools in the country.
- Our Christian foundation is central to what we do and what we are.
- We offer a rich co-curricular provision, including music, drama and sport. We believe this gives our pupils and students essential buy in to the work of the school.
- We have the largest school sixth form in the area and we offer a very wide range of subjects. Our purpose built sixth form centre gives us a modern area in which to work and study. It allows us to have a distinctive sixth form which is still closely linked to the main school.
- One of our most unusual features is our working farm. All children in KS3 study Agriculture and Horticulture, and can opt to continue this study at KS4 and in the sixth form.
- We offer an academic curriculum and value hard work and high standards of teaching and learning.
- We are one of the highest achieving non-selective schools in the country, with 83% of our pupils achieving good passes in English and Maths in 2019.
- Pupils make good progress with us. In 2019 our progress score at GCSE was +0.24
- Religious Education is a core subject and is compulsory for all students at KS4. We are developing our core RE programme at KS5.
- We have very little "in year mobility". This stable population means that we can get to know every child and young person very well.
- We invest heavily in our pastoral system with teachers and support staff working as progress leaders in every year group.
- We are a lead school within the Bay Learning Trust. The Trust is growing fast and currently has four local schools working together. This gives colleagues the opportunity to work collaboratively with people in different contexts and is a way in which we promote career progression and CPD.
- We have a successful SCITT and we regularly recruit teachers who we have trained.





## About Ripley

### Introduction

Ripley St Thomas Academy started life as the Ripley Hospital, a charitable foundation endowed in 1864 by Julia Ripley in accordance with her late husband's wishes. Thomas Ripley was a local man who had made a fortune trading out of Liverpool and as he and Julia were childless they wished to spend their fortune in accordance with their Christian beliefs to benefit their home town. The Ripley Hospital originally provided for orphaned children in Lancaster and Liverpool. The buildings and the grounds were endowed by Julia Ripley and included a farm to ensure the children grew up well nourished. The farm still thrives and is one of our many unique features. The work of the Hospital continued until the outbreak of World War II when the building was requisitioned by the army. For three years after the war it was used as an emergency Teachers' Training College. After the trainee teachers left, the building became a National School, then a boys' secondary modern school. In 1966 the Boys' School amalgamated with St. Thomas Girls' School to become Ripley St. Thomas Church of England School. We became an academy in 2011, and set up the Bay Learning Trust in 2016 to ensure the school continued to serve its local area. The Bay Learning Trust now has four schools working in collaboration with a vision to ensure that all young people in the area have the opportunity to receive an excellent education.

### A Church of England School

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. We seek to provide an education for life, enabling each member of our school community to flourish and to live life to the full. We want our young people to grow in body, mind and spirit during their time with us. This means we offer a broad and rich curriculum, alongside a huge range of co-curricular opportunities, so that each young person can discover where their God-given gifts and talents lie. We live out our Christian distinctiveness through regular acts of worship as well as through our Christian values which influence how we treat each member of our school community.

### SCITT

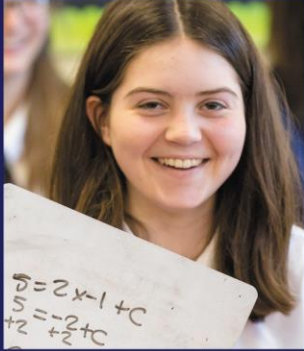
Ripley is a School Centred ITT provider. We work in collaboration with other schools in the area to provide high quality training for new teachers.

### Leadership

Mrs Catherine Walmsley took on the role as Principal in September 2020, following 15 years working at Ripley. She leads a forward-thinking and committed Senior Leadership Team. The team comprises one Vice Principal, a Director of Operations, two Senior Assistant Principals, a Head of Sixth Form, three Assistant Principals and the School Business Manager. We regularly offer internships to the Senior Leadership Team to give aspiring senior leaders opportunities for development.

### Curriculum

Ripley aims to provide a challenging and broad curriculum from ages 11 - 18. Subjects are taught according in line with the National Curriculum and a wide range of teaching and learning styles are used to ensure that pupils are actively engaged in their lessons. We operate a two year KS4. In Years 10 and 11 all pupils follow a core curriculum of English, mathematics, science, RE, PSHE/RSE and PE. In addition, pupils select 3 option courses from a wide-ranging choice of GCSE subjects. We give



our pupils the opportunity to take the EBacc suite of qualifications, with the most able following single science courses. The curriculum is based on five 60 minute periods per day, organised as a two week timetable.

### Sixth Form

Ripley Sixth Form is incredibly popular and one of the largest school sixth forms in the area. Our Sixth Form is led by Mr Malcolm Sim, alongside an experienced team of Heads of Year and Sixth Form tutors. Our post-16 provision offers a wide choice of A Level courses, as well as a small number of BTECs. Students study three A Level subjects, alongside a tutorial and enrichment programme to complement their studies.

### Pastoral care and academic guidance

The Progress Leaders, Assistant Progress Leaders and Progress Tutors have responsibility for the welfare, academic progress and discipline of the pupils in their care. The tutors in each year group team have a particularly important role since they look after the same group of children as they move through the school. Time is set aside each day for a programme of activities designed to promote the pupils' social and learning skills, support literacy, and to enable tutors to get to know each pupil as an individual. Pupil Voice is important at Ripley and we have an active School Council and Year Group Councils.

### Links between home and school

We aim to develop strong links between home and school. We hold parents' evening meetings between staff and parents to discuss any concerns, acknowledge successes and agree targets for further improvement.

Parents also receive termly monitoring reports and are provided with regular communications about developments in school.

In addition, we publish newsletters and organise information evenings for parents at key points in their children's education, together with prize evenings to celebrate the success of pupils at different Key Stages.

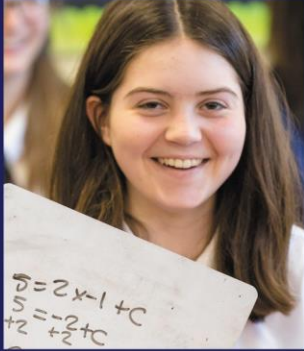
### Special educational needs and disabilities

At Ripley we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area. Teaching Assistants also offer additional individual support and intervention where needed.

### Co-curricular activities

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include cookery club, drama club, farm club and many others. We have a large number of pupils involved in the Duke of Edinburgh Award and also our Combined Cadet Force. There are a wide range of opportunities in physical education with hundreds of children involved in sports team practices every evening. The school enjoys a national reputation for music; we have school bands and choirs, and a large number of musical functions are held annually. There are also excellent opportunities for pupils to begin or continue instrumental tuition as well as to participate in the annual school musical production. Educational visits and exchanges take place throughout the year. These enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.





### ICT resources

In recent years the school has invested heavily to develop our ICT provision and we have a state of the art wifi system and an excellent Virtual Learning Environment. Every teacher has a laptop for personal use, and a PC in their classroom.

### Ripley active in the community

Pupils and students at Ripley are encouraged to learn from the expertise, experience and information available within the local community. The school in return aims to provide a significant contribution to the community through the high-quality education, guidance and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Ripley is active in its support of charities and we organise a number of fundraising activities.

### Our local area

Despite being a university city and home to 138,000 people, over two thirds of Lancaster is classed as rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Lancaster benefits from excellent rail and road links, indeed the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live, but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast and Morecambe Bay are within 40 minutes' drive. The Lake District is 30 minutes away. Liverpool and Manchester are less than 1 hour away. London is less than 3 hours away by train, with Lancaster being a mainline west coast station, giving easy access to Scotland.



*The Historic City*



*Crook O' Lune*



*Lancaster Castle*



*Williamson Park*

## Why Work For Us?

- A bespoke CPD programme for all staff, exciting career opportunities
- Access to a range of Middle and Senior Leadership Programmes.
- Visible and high profile Senior Leadership Team
- Collaborative planning with centralised, shared schemes of learning and resources
- Close working relationship with colleagues across our multi-academy Trust

Employees can benefit from:

- Competitive salary
- Pension scheme
- Family-friendly leave, pay and working arrangements
- Free on-site parking
- Use of the school fitness suite, running track and pool
- Use of the school chapel for quiet reflection and prayer
- Relevant CPD opportunities
- An enthusiastic and highly professional staff team
- A professional working environment in which all staff are valued, listened to and encouraged to use their gifts and talents
- The opportunity to teach A Level in our purpose built Sixth Form centre

**“  
The academy demonstrates  
excellence in all aspects of its  
work”** Ofsted

**“  
Outcomes for all groups of  
students are outstanding”** Ofsted

**“  
Students receive outstanding care,  
guidance and support”** Ofsted





## About The Bay Learning Trust

The Trust was set up by us in 2016. In 2018 Carnforth High School joined the Trust family, and they were subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. The Trust's priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

## Our Vision and Values

### Our Vision:

Our vision is to build a family of like-minded primary and secondary schools in the geographical area of Morecambe Bay who work and learn together to secure an excellent education for all our young people.

### Our Values:

- Reciprocity: every school contributes to our learning
- Generosity: we are all concerned about all our schools and support each other willingly
- Honesty: we acknowledge both our strengths and weaknesses
- Humility: we recognise that we all have much to learn

## Our Principles and Aims

### Our Principles:

- Our young people always come first
- Our young people should have opportunities to develop in body, mind and spirit
- Our young people can all be successful

### Our Aims:

- Improve and sustain high levels of school performance
- Develop a self-sustaining community that learns from each other and from the best available external practice
- Allow schools to focus on teaching and learning through a central team that supports them with finance, buildings and staffing
- To ensure that our schools remain financially sustainable
- Develop our premises to create the best possible learning environment



THE BAY  
LEARNING TRUST

RIPLEY ST THOMAS  
CHURCH OF ENGLAND ACADEMY

## Job Description - Assistant Progress Leader

**Responsible to:** Progress Leader and Senior Assistant Principal (Safeguarding and Pastoral Care)

**Job purpose:** To support learning, behaviour and pastoral care at Ripley

**Salary:** **NJC Pay Scale** Grade 7, Points 19-25  
**Actual Salary Range £21,450-£24,898 (FTE 25,481-£29,577)**

The position is full time (37 hours), term time only (38 working weeks, 43.89 paid weeks, pro rata holiday weeks 5.89).

**Start Date:** January 2022, or sooner if possible

### Academy Mission Statement

As a worshipping community, witnessing to the Christian faith in all the school's activities, Ripley St Thomas Academy aims to develop to the full the academic, spiritual, aesthetic and physical potential of each pupil, encouraging in all its members a real and living faith in God.

### We aim:

- To educate our pupils in body, mind and spirit, enabling them to live life to the full.
- To place equal emphasis on academic excellence, character development and wellbeing.
- To serve the common good by fulfilling our commitments to creation and community.

### Context

The postholder will be part of a team working to raise achievement in the academy. The postholder will have a specific focus on one year group.

The main tasks associated with the role are:

### Supporting the Progress Leader by:

- Establishing professional relationships with the young people
- Resolving behavioural issues during the school day to ensure there is no disruption to learning
- Responding to 'callouts' if behavioural issues are disrupting learning
- Dealing with day to day issues across the year group
- Working with individual pupils across the year group to ensure all children can reach their potential this includes vulnerable pupils and CLA and previously CLA
- Assisting with monitoring underachievement and putting in place strategies to improve outcomes
- Liaising with parents as directed by the Progress Leader and the Senior Assistant Principals
- Assisting with the Year Council/Senior Student Team
- Conducting pupil voice as directed
- Supporting Year assemblies
- Supervising pupils at worship and off site events
- Attending Parents' Evenings
- Assisting with administrative and clerical tasks relating to the year group including making applications for support from external agencies
- Supporting the Progress Leader with the year meetings

### Other tasks to support learning across the academy may include:

- Supervising pupils as required
- Undertaking the role of learning mentor with pupils across the school as directed by the Progress Leader/senior staff

- Contributing to the recording of incidents and safeguarding matters for relevant year groups as appropriate
- Undertaking lunchtime and breaktime duties
- Supervising pupils in the 'The Reflection Centre' as required
- Liaising with outside agencies as directed by Progress Leaders and senior staff
- Organising and supervising detentions
- Monitoring attendance and punctuality and putting in strategies to improve both as necessary with those in your designated year group
- Providing individual support for pupils experiencing difficulties eg with anger, organisation and relationship issues
- Liaising with learning support and Bridge colleagues to provide the best learning opportunities
- Attending and contributing to meetings for pupils in the year group when necessary and appropriate
- Liaising with outside agencies for the benefit of a pupil's development
- Making referrals to outside agencies to support pupils
- Attending meetings to represent pupils at the academy

**Person Specification:**

- Ripley is a Church of England Academy and all those working at Ripley are required to be fully supportive of the Christian ethos of the school. Candidates will be expected to involve themselves fully in the spiritual dimension of school life.
- The successful applicant will need to relate well to young people and have had some experience of working with them in a formal setting.
- Applicants need to be able to work both in a team and without supervision.
- Enthusiasm, a sense of humour, flexibility and considerable stamina are required in this busy and successful large academy.
- Qualifications: The successful candidate will need to have GCSE Maths and English at Grade C or above and will preferably have Level 3 qualifications. He/she will need to be computer literate.
- Applicants need to be creative, able to find solutions to help pupils achieve.
- A willingness to contribute to the wider life of the school beyond the timetabled day is desirable.

*Note: The responsibilities outlined in this job description are in addition to the duties required of all teachers under Pay & Conditions of Service legislation and in addition to the generic job description for a teacher at Ripley St Thomas. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.*



## Person Specification

Training and Qualifications	Essential/ Desirable
Relevant degree (or equivalent)	D
NVQ level 3 / A Level or equivalent qualification – appropriate to the post	D
GCSE Grade C or above (or equivalent) in English and Mathematics	E
Training to support emotional, social or developmental needs	D
Trained in safeguarding	D

Experience	Essential/ Desirable
Proven experience of working with young people aged 11-16 in a voluntary or other professional capacity	E
Experience of working in a school environment	D
Proven recent experience of the implementation of Child Protection and Safeguarding policies and procedures	E

Professional Knowledge and Skills	Essential/ Desirable
High quality people skills to deal with difficult problems	E
Ability to use initiative to respond to and resolve problems in the short term	E
Excellent literacy and numeracy	E
General administrative/ICT skills especially in the use of a range of IT software (Word, Excel, e-mail)	E
Proven organisational and time management skills	E
Ability to build effective relationships and work sensitively and effectively with parents, pupils, staff and outside agencies	E
Ability to promote a positive ethos and have a 'can do' attitude	E
Sound knowledge and experience of Child Protection and Safeguarding legislation and pastoral care systems	E
Understanding of the main challenges for pupils in the secondary sector	E
Knowledge and ability to deal with a range of different pupil behaviours	E

Personal and Professional Attributes	Essential/ Desirable
Professional appearance and conduct	E
A committed life-long learner, willing to undertake further training	E
Good communication skills, flexible approach with tact and diplomacy	E
Self-motivating and ability to work as part of a team	E
Ability to ensure confidentiality	E

## Selection Process

Application	Interview Activities	Formal Interview
<p>Through your application form and letter, we are looking for:</p> <ul style="list-style-type: none"><li>• Previous experience which has prepared you for this role</li><li>• What positive impact you could have on our school</li><li>• Your personality, attitude and what makes you unique</li><li>• Why you want to work at Ripley St Thomas</li></ul>	<p>Shortlisted candidates may undertake the following during the interview day</p> <ul style="list-style-type: none"><li>• Pupil discussion activity</li><li>• Tour of the school</li><li>• Meet with the pastoral team</li></ul>	<p>The interview panel will comprise the Principal, senior staff and governors</p>

## Application Closing Date

**The closing date for applications is**

midday on Monday 29 November 2021

**Shortlisted candidates will be contacted shortly after this date.**

**Interviews will be held:  
Friday 3 December 2021**

**Applications may be submitted by email to [reesj@ripley.lancs.sch.uk](mailto:reesj@ripley.lancs.sch.uk) or by post.**

Ripley St Thomas CE Academy and the Bay Learning Trust are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.