

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Application pack

Deputy Head of Sixth Form

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

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Dear Applicant

Thank you for your interest in applying for the post of Deputy Head of Sixth Form. 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. 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

A handwritten signature in black ink, reading 'C Walmsley'.

Mrs C Walmsley
Principal



Mrs C Walmsley

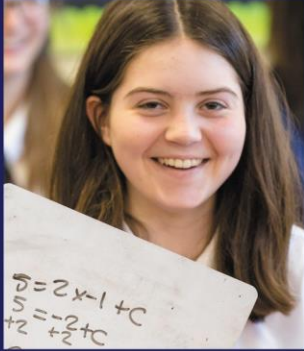


Ripley St Thomas Church of England Academy

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.
- Ripley is a Teaching School. We also run a successful SCITT and we recruit many of the teachers we train.



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

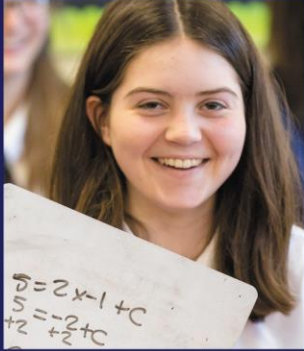
Ripley is a School Centred ITT provider. We work in collaboration with other schools in the area to provide high quality training for new teachers. .

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 a 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. From September 2021, we will be operating a two year KS4. In Years 10 and 11 all pupils follow a core curriculum of English, mathematics, science, RE, PSHE 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.

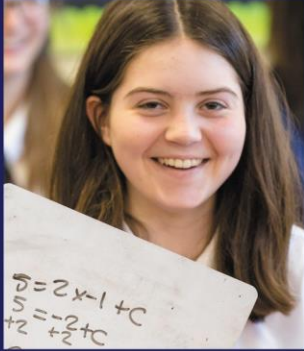
In addition, we publish newsletters and organise information evenings for parents at key points in their children's education, together with prize evenings to celebrate the success of pupils at different Key Stages.

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

Sixth Form Information

Head of Sixth Form: Mr Malcolm Sim

We are seeking a hard working, committed and aspirational Deputy Head of Sixth Form to work closely with our Head of Sixth Form to further improve standards in our post-16 provision.

Ripley Sixth Form is a large and very popular sixth form serving the community of Lancaster and our local area.

We offer a wide range of options within our broad curriculum, taught by staff who are passionate about their subject. We currently offer 23 A Level courses, 2 Level 3 BTEC courses, Core Mathematics and the EPQ.

The combination of high expectations and a strong system of pastoral support creates a culture of success where students are supported to be increasingly independent. We are proud to offer a distinctive and close-knit community where all students are guided to thrive academically and to grow personally. Our experienced tutor team supports students to become well-rounded young people who are eager to reach their full potential.

Our custom-built Sixth Form Centre ensures all students have access to high quality study facilities, helping them to develop strong independent study skills.



Our unique and exciting enrichment programme allows students to develop holistically, equipping them with skills such as leadership, teamwork and communication and gives all our students the opportunity to broaden their horizons.

Our career planning journey ensures that all students receive advice and guidance on a variety of pathways, giving them the tools needed to secure their chosen destination and to be confident, resilient and thoughtful young people as they take their next steps beyond school.

We welcome applications from experienced middle leaders who are keen to take the next step in their journey into senior leadership. We are looking for someone with experience of working within a post-16 environment who is able to work with our team of committed colleagues to further enhance our provision.

Job Description – Deputy Head of Sixth Form

Responsible to:	Head of Sixth Form
Job purpose:	To be responsible for raising standards of conduct, attendance and attitude to learning in the Sixth Form
Salary	L9-13
Start Date	January 2022
Contract	Permanent

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.

Expectations of all Senior Leaders:

The role of senior leaders encompasses but exceeds the specific tasks assigned. The following are the generic expectations of senior leaders at Ripley:

- To actively support, articulate and promote the Christian values and ethos of this Church of England Academy.
- To contribute to, and actively support and promote, decisions made by the Leadership Team.
- To subscribe to the concept of "private honesty, public loyalty" at all times.
- To maintain the confidentiality of the team.
- To take a lead in all aspects of the school's life e.g. worship, assemblies, whole-school events.
- To be highly visible and high profile around school during the day and be part of the SLT duty rotas.
- To take a lead role in ensuring impeccable pupil behaviour and disruption-free teaching
- To encourage and support staff.
- To challenge poor conduct and underperformance.
- To be proactive and creative in anticipating and solving problems.
- To be an effective communicator verbally and in writing.
- To work with the DSL to ensure that the school remains fully committed to safeguarding pupils.
- To assist in the recruitment and selection of teaching and support staff.
- To demonstrate and consistently articulate high expectations of teaching and behaviour
- To prioritise own health and the wellbeing of staff
- Be diligent in attending to personal professional development and the nurture of personal spiritual life
- To create sound strategies rooted in research and evidence

Senior leaders are expected to model the following values, behaviours and attitudes:

- Putting pupils first and being positive about young people
- Having a commitment to excellence and high standards in everything we do
- Having, and communicating, the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Demonstrating ethical leadership: service, wisdom, hope, courage, integrity, honesty, resilience, professionalism, kindness and humility

All senior leaders are expected to align and develop all internal academy systems to minimize unnecessary workload and bureaucracy, and to lead the academy's work on promoting the highest levels of staff and pupil wellbeing.

Individual roles and responsibilities are assigned below; however, the academy exists as an entity and to ensure effectiveness it will be crucial to understand that all areas of work and responsibility are interrelated and interdependent. Senior Leaders have an overarching duty to work closely with colleagues on SLT and not be independent of them. Depending on the needs of the academy, specific roles may be altered from time to time in consultation with the Principal. Job descriptions will be reviewed annually.

Responsibilities specific to this role:

Standards in the Sixth Form

- To support the Head of Sixth form in securing high standards in the Sixth Form
- To deputise for the Head of Sixth Form when necessary
- To support with recruitment into Sixth Form, including retention of our Year 11 pupils
- To maintain a high presence around the Sixth Form Centre
- To liaise with parents to engage them in support for our high standards
- To act as one of the DDSLs in the Sixth Form and to support the Heads of Year with safeguarding matters
- To attend SLT meetings to report on standards when required

Conduct

- To have oversight of day-to-day behaviour and conduct in the Sixth Form, working closely with our Senior Assistant Principal – Behaviour, Attendance and Inclusion and our Head of Sixth Form
- To support Sixth Form Heads of Year, Senior Tutors and teachers in implementing and monitoring the Behaviour and Rewards policy and associated systems in the Sixth Form
- To lead on the implementation of the sixth form dress code and to uphold high standards of professional dress amongst students

Attendance

- To secure high standards of punctuality and attendance and support the Heads of Year to address concerns arising
- To lead the attendance officer in ensuring registers are completed promptly
- To analyse attendance data
- To devise strategies to improve punctuality

Attitude to Learning

- To provide analyses of data relating to student engagement and identify areas for intervention
- To support the Heads of Year in ensuring that Sixth Form Study Time is used productively.

Person Specification

**Essential /
Desirable**

Training, Qualifications and Experience	
Qualified Teacher Status	E
Degree (or equivalent)	E
Relevant, recent and sustained in-service training	E
Successful current middle leadership experience	E
Evidence of further training for leadership e.g. MA, MEd, NPQML, NPQSL	D
Ability to demonstrate commitment to safeguarding and promoting the welfare of children including up to date safeguarding training	E
Experience of leading and managing others, including supporting staff in improving their practice	E
Experience of strategic planning and leading improvement initiatives	E
Experience working in an 11-18 school	E
Experience of working and leading in a post-16 environment	E
Experience of managing budgets	E

Church School	
Fully supportive of Church school ethos and the Academy's mission statement	E
An understanding and appreciation of the role and mission of church schools	E
Able to articulate the Christian ethos of the Academy	E
Able to leading school worship	E
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school	E
Regular involvement in a church in membership of Churches Together in England / The Evangelical Alliance / North West Partnership (<i>this requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school</i>).	D

Professional Knowledge and Understanding	
Demonstrates analytical understanding and uses data effectively	E
Strong appreciation of the importance of co-curricular activities	E
A thorough understanding of the Ofsted inspection framework	E
An informed appreciation of and commitment to evidence-based research as a basis for improving teaching and learning policy and practice	E
An understanding of the principles of effective teaching, learning and assessment	E
Knowledge and understanding of KCSIE	E
Experience of strategic planning for school improvement	E
Exhibits current knowledge and understanding of educational policy locally, national and globally	E

Behavioural Competencies

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:

Demonstrate strong communication and interpersonal skills	E
Build and maintain effective relationships including holding others to account	E
Inspire, challenge, motivate and empower others to carry the vision and improvement plan forward	E
Demonstrate personal enthusiasm and commitment to the leadership process	E
Manage conflict	E
Prioritise, plan and organise themselves and others	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E

Values and attitudes

Putting pupils first and being positive about young people	E
Having a commitment to excellence and high standards in everything we do	E
Having, and communicating, the highest expectations of young people academically and personally	E
Having a commitment to social justice and equality of opportunity	E
Being committed to ethical leadership: demonstrating integrity, honesty, resilience, professionalism, kindness and humility	E

Selection Process

Application	Interview Tasks	Interview
<p>Through your application form and letter, we are looking for:</p> <ul style="list-style-type: none">• Previous experience as an excellent teacher• What positive impact you could have on our school• Your personality, attitude and what makes you unique• Why you want to work at Ripley St Thomas	<p>Shortlisted candidates may be asked to carry out the following tasks:</p> <ul style="list-style-type: none">• Deliver a lesson• Pupil discussion activity• Subject knowledge assessment• Tour of the school• Meet with department staff	<p>The interview panel will comprise the Principal, senior staff and governors</p>

Application Closing Date

The closing date for applications is
midday on Tuesday 19 October 2021

Shortlisted candidates will be contacted shortly after this date.

Interviews will be held on Friday 22 October 2021

Applications may be submitted by email to 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.