



RECRUITMENT INFORMATION PACK



DETERMINATION, INTEGRITY, CURIOSITY, EMPATHY

Welcome to Capital City Academy



Dear Colleague,

Capital City Academy is an amazing and vibrant place. We believe it should be a pleasure to work or study at Capital City Academy and the wellbeing of students and staff is high on the agenda. Capital City Academy opened in 2003 as one of the first ever academies, offering a high-quality education within a fantastic, state-of-the-art building. The dramatic all-glass design creates a sense of high expectations among staff and students. We are fortunate to enjoy large grounds, exceptional sports facilities and arts resourcing whilst being located close to the centre of London with the excellent transport links and opportunities that this affords. Our values of Determination, Integrity, Curiosity and Empathy inform all our work, define our houses and ensure we provide an exceptional environment for learning and discovery.

Capital 6, our sixth form, has over 200 students and its own football and basketball academies. Our students right across the school are a fantastic group of young people who deserve the very best.

GCSE achievement in English and Maths has been rising steadily and this is testament to the focus on teaching and learning that pervades the academy's culture. Our C6 students achieve results that put us in the top 10% of schools and over 80% of Year 13 students progress to university although other post-18 options are also encouraged. Student leadership is one of the foundations of our success and our Capital 6 students and Student Parliament from all years lead many areas of school life. Our website clearly demonstrates the pride that the students have in their school; it also showcases the range of activities on offer.

We were rated 'Good' by Ofsted in January 2019 and highly commended for the 'Capital Community' that is the foundation of our Academy; we believe that we offer an outstanding education in many ways. We are especially proud of the Sports and Arts specialisms and the many unique opportunities and partnerships that this provides for our students.

Marianne Jeanes
Principal

Vision

Capital City Academy provides an exceptional environment for academic and sporting excellence. We foster artistic creativity, wellbeing and leadership potential within a rich and diverse community. Our core values of determination, integrity, curiosity and empathy inspire and nurture a passion for learning and success with a strong sense of inclusivity, individuality and responsibility. We use our voices purposefully as global citizens.



Leadership



Leadership Structure

We believe very strongly in distributed leadership at Capital. The Capital Leadership Team (CLT) are strongly supported by the Curriculum Area Leaders (CALs) and the Pastoral Team who all ensure that all students are reaching their full potential. We also are proud of our Teaching Leads who drive Teaching and Learning forward in each department and the very many staff engaged in coaching and professional development. Line management at Capital is fundamental to ensuring all staff are valued, supported and challenged and our leadership values are shared with students too with many opportunities for them to lead.

The CLT comprises:

- Principal
- Associate Principal
- Two Vice Principal
- Two Senior Directors
- Assistant Principals
- We have an extended leadership team including associate senior leaders, shadowing positions and secondments.

Pastoral Leadership

The Pastoral Team includes:

- Year Team Leaders and Assistant Year Team Leaders
- Keystage Administrators
- Safeguarding Team
- Attendance and Welfare Team
- Director of Parental Engagement and Community

We also provide a psychology service, the WLZ mentoring programme and counselling/mentoring provision.

All staff roles and responsibilities can be found in the Meet the Team section of our website.

Capital Community

At Capital City Academy we have worked hard over the past 3 years to develop what we now call our Capital Community. We believe, in order for our students to become successful well rounded members of a community having a sense of belonging in our school community is central to this. Our Capital Community is built upon three principles: Relationships, Routines and Recognition. We support all staff to develop positive relationships through high expectations and clarity through structured routines. Our routines are designed to help all students make the most of their learning experience here at Capital, and recognise the outstanding achievement of all learners. Beyond the classroom our Capital Community aims to bring together all students through our House System where each of the 4 House Colours represent one of our core school values. These are led by teachers and students collaboratively, offering many students an opportunity to contribute to their school community through our student leadership programme. All members of our school community from Year 7 – 13 play a vital part in contributing to and shaping the school moving forward.

The Duke of Edinburgh Award – another fantastic leadership opportunity in which students can take part – offers students the opportunity to develop their mind, body and soul in an environment of social interaction, teamwork and physical challenge (an expedition).

We also run specialist leadership training in a variety of areas including sport, SEND and wellbeing. Students get the opportunity to gain NGB awards in coaching and officiating for example Level 1 football, basketball, table tennis. A number of our students have also been recognised both nationally and internationally for outstanding leadership and volunteering.



Teaching and Learning



Capital City Academy staff are driven by our moral purpose to ensure our students have access to the best possible futures.

In order to achieve this, we are committed to providing students with the highest quality of education that results in high levels of student progress as well as achievement and a love of learning.

Staff at Capital have worked together to develop a vision for what constitutes high quality teaching and learning at the Academy. This vision has been used to underpin the principles that make an effective lesson in the Capital Classroom.

We believe that talking about teaching and learning with colleagues is essential to us remaining teachers who continually develop and improve our practice however long we have been teaching. We make sure we give time in our day, calendar and CPD programme to make this a priority and have enhanced our approach to professional development by establishing Teaching and Learning Communities. All teachers and teaching assistants are part of a Teaching and Learning Community and undergo peer-observations fully focused on using specific feedback to develop excellent practice.

We evaluate the impact of the Capital Classroom principles throughout the year through learning walks, work scrutiny and the collection of rigorous data from Assessment Points. The Capital Leadership Team and the Curriculum Area Leaders regularly reflect on the findings and evaluate the effectiveness of Departments in SEF meetings. The results from these quality assurance measures inform our CPD programme and provide us with invaluable information to fulfill our aim to offer the best possible education to our students.

Our commitment in ensuring that our students' learning experience is exceptional led us to create the 'Teaching and Learning Leads' posts. These are outstanding practitioners in each department who work in conjunction with the Capital Leadership Team and Curriculum Area Leaders to support and develop Teaching and Learning across the Academy. Our Teaching Leads also carry out brief departmental learning walks and deliver department specific CPD, which is targeted to the developmental needs of their department area.

Our Teaching and Learning focus this year is Oracy, and as a Voice 21 school we are now working on embedding the use of exploratory talk to support learning in all of our lessons, as well as ensuring that we are training our students up to be confident, skilled orators in a more formal setting. We are also embedding the last two years' work on Assessment for Learning in order to maximise student progress in every classroom.

Literacy and numeracy are paramount to the Academy's Teaching and Learning Strategy. Teachers recognise that being fully literate and numerate supports our pupils' future employment prospects and earning

potential; their health; their ability to engage with culture as well as their ability to be able to compete with their global counterparts. Therefore, we have included daily reading in our KS3 curriculum at the beginning of the day, as well as launching a new Numeracy strategy that will see the implementation of a cross-curricular approach to teaching essential numeracy skills using the same methods.

It is an exciting time for the Academy as we continue embedding high quality teaching across subjects which is supported by the highly reflective nature of our professional development programmes.

Continuing Professional Development

Capital provides professional development and support for our staff through programmes which address individuals' areas for development, departmental needs and whole school priorities.

Teaching and support staff are encouraged to take part in a wide range of programmes offered through Harrow Teaching School Alliance. Individual colleagues can also request inset offered by external trainers and visits to other schools. Professional development appropriate for the department's needs takes place in department time and on some INSET days.

Departmental observations are also carried out by CALs, Teaching Leads and Post Holders termly. The aim of the observations are to provide in-depth understanding of the department's strengths and areas for development which feeds into future CPD. This also helps departments to create a shared dialogue within their teams as they work together to achieve their termly targets.

Professional Studies sessions specifically for beginning teachers take place fortnightly and are tied into academy priorities as well as responding to the individual and specific requirements of the cohort.

Coaching Programme

At Capital we have a coaching programme which supports all teaching, pastoral and support staff. A coaching philosophy underpins our approach to professional development and line management: we believe that successful coaching unlocks potential and maximises staff performance and therefore the outcomes for students. It is about continual learning for all through a structured process of reflection, being listened to and supported and then being able to take action towards a better outcome. A coaching culture is one that is committed to growing all staff individually alongside improving outcomes.

Teaching staff have a dedicated coaching period each week and support staff have professional development time for coaching conversations four times in a term. Coaching as a part of line management takes place once a month. We also have a support programme for teachers which focuses on teaching and learning through the coaching programme.





Staff Wellbeing

At Capital City Academy we value all our staff and believe that wellbeing is important. We aim to protect and support staff in order to preserve their physical and emotional wellbeing. This allows staff to work as effectively as possible and also to enjoy working at Capital which we hope will encourage them to stay for many years. The academy commits itself to maintaining staff wellbeing and promotes the principles of certainty, fairness and consistency in the treatment of all members of staff. Members of both teaching and non-teaching staff are entitled to be treated fairly, equally and professionally at all times.

We offer a staff benefits package which includes;

- An occupational Health Service;
- Free VDU Eye tests
- An occupational Health Service;
- Counselling (6 sessions)
- Weekly yoga sessions (times in weekly bulletin).
- Professional Fees– Professional membership charges, such as CIMA, CIPD and ACCA etc will be reimbursed by the Academy at the annual fee. Please note, only one membership fee can be reclaimed.
- Pension Scheme– Automatically a member unless you opt out.
- Annual Travel Card Loan– The Academy has recently introduced an annual travel card loan. This is to help with the cost of buying a public transport pass for 12 months
- Reduced rates at Willesden Sports Centre & Nuffield.
- Cycle scheme – Salary Sacrifice & Computing scheme
- Childcare vouchers (please see Appendix 8 for details)
- Reduced Rates for Facilities Hire
- All staff are invited to social events including our annual Christmas dinner held at the end of the first term and a summer event. The Academy also encourages staff to organise other social events to support their work/life balance.

We have two staff governors who lead of staff wellbeing promoting activities, surveying and listening to staff, developing good communication and relationships between staff at all levels and giving staff a clear communication route to the Governing Body.



Capital 6 - Sixth Form



Capital 6 is the sixth form at Capital City Academy. Our students are the leaders of the academy and exemplify our values; their learning and achievement lies at the core of everything we do. Our students' aspirations are fostered by the high expectations and willing hard work of the staff; year-on-year we have secured impressive results that have enabled our students to progress onto the next stage of their lives, be it university or the world of work.

Our careers programme in the sixth form is extensive, covering both higher education and apprenticeships. This includes: learning about life at top 'Russell Group' universities (we have links to Magdalen College, Oxford and the prestigious K+ programme at King's College, London); a working relationship with industry professionals (Capital 6 students were awarded work placements at a variety of well-known brands including Saatchi & Saatchi); Pathway CTM and Unifrog preparing students for competitive selection days and educational charities such as SEO Scholars, Teach First Futures and IntoUniversity working specifically with our students to ensure that they are given access to the same opportunities afforded by the independent sector. As part of the SBC6 we work in partnership with a number of local sixth forms which means that our students can choose an exciting range of subjects, programme levels and extra-curricular opportunities. Our students are part of a diverse, unique and supportive learning environment, but also are equipped to focus on their personal development and given many, varied opportunities for key leadership roles.

Post 16 Curriculum

These are the key principles underpinning the design of the Academy's post 16 curriculum:

- Excellent attainment for all students at all stages and all abilities
- 'Catch Up' by providing flexible and individualised pathways
- Developing 'Cultural Capital' both within the curriculum and through extra-curricular opportunities
- Preparation for the next stage: Level 3 courses and post 18
- Outstanding progress for all
- A focus on wellbeing and pastoral care

In Capital 6, students can choose from a range of study programmes, at our site or through our consortium arrangement. Prior to starting post-16 courses, a rigorous application and admissions process guides students onto the most appropriate pathway. Study programmes are designed to ensure progression routes to high-quality higher education, employment or further technical training; as well as providing a wide and varied curriculum that can consist of academic, technical, vocational or even a mixed study programme tailored to individual aspirations. In September 2022, we are excited to launch our first T levels with the Health & Science T level route.

Any student yet to achieve a Level 2 pass in GCSE English and maths attends classes to resit these qualifications at the earliest opportunity. To support the taught curriculum, study programmes also contain non-qualification activities designed to prepare students for the next stage of their education. These include supervised independent study, preparation for UCAS, a careers & employability programme, and a range of extra-curricular activities. The Academy provides impartial careers education, information, advice and guidance.



Our Specialisms



Sport

Physical Education and school sport is a vital and exciting part of life at Capital City Academy. We believe it is essential in nurturing skills, confidence and a life-long love of sporting activities. At Capital, students benefit from high quality specialist teaching and a broad academic and vocational offer.

We are proud to say there are spectacular successes at all ages and abilities, with students holding representative honours at district, county and national levels. The specialism enables us to offer bespoke timetables and funding for athletes across a range of sports. Our alumni include national and international athletes across many activities including athletics, badminton, football, irish dancing, basketball, table tennis, fencing, Moto GP and rugby.

The excellent facilities include our sports hall, 4G all-weather pitch, tennis courts and playing fields along with a wide range of linked partners, enabling us to host and launch a number of national initiatives. We work closely with Youth Sports Trust, FA, Brent Schools FA, London School of Basketball, London Elite, Westminster Warriors, Capital Titans, the RFU, LTA and Saracens. Since September 2018 we have had a Rugby Development Officer based at Capital City Academy.

In 2013 our sport specialism enabled the introduction of the Sports Apprenticeship Scheme for 17–19 year olds. Capital City Academy is the London Hub for the programme with 10 young people currently employed within our local primary and secondary schools.

One of the most exciting outcomes of the sport specialism is the development of basketball and football academies, where KS5 students can study a wide range of subjects across the consortium whilst training and playing sport. Students from the Basketball Academy play in the National and European Leagues.



The Arts

Capital has a long tradition of excellence in the Arts. We hold the Arts Council's prestigious Artsmark Gold recognising our commitment to excellence in Arts education, its partnerships with arts organisations and artists, enrichment opportunities and the quality of the Arts provision.

Our vision is to widen participation, develop and enhance understanding and increase enjoyment of the Arts. Our specialism in the Arts enables us to provide a rich and diverse arts experience including the Performing Arts: Music, Dance and Drama; Visual Arts: Art & Design, Graphics, Photography, Textiles and 3D Design; and Cooking & Nutrition.

The Capital Visual Art department is renowned for our ongoing commitment to arts and culture. We believe that the arts play an exciting and leading role in educational discourse. We regard creativity very highly, placing a major focus on practical, hands-on workshop learning, with students being exposed to a wide range of techniques and processes. Students produce ambitious, sophisticated and highly creative outcomes that range from paintings to installations. Our vision is that the Visual Arts department will continue to act as a catalyst for cultural development by promoting practical learning environments through our curriculum and additional activities such as Arts Week, Wellbeing classes, community projects and our Annual Art Exhibition which is now a highly anticipated standing feature of our school calendar. All these initiatives promote students' communication skills and self-esteem in order for them to gain a better understanding of themselves and the society they live in. Our students have been able to participate in opportunities with The Royal Academy of Arts, UAL and local businesses, building students' awareness and exposure to professional career opportunities in the Arts and creative sectors where students have received opportunities to gain work experience in related companies. The Visual Arts aim to create a community of young artists through an art leaders program where our students build on self-discovery and confidence.

Performing Arts, Drama and Music are taught across Key Stage 3 with independent projects being available for students to further develop their passion for the subjects. Students in Year 7 are invited to an annual Panto visit in London. Students have the opportunity to engage in free lessons within the school, learning an instrument or in a choir. There is an annual school production in the form of a musical and is a great opportunity for the arts to collaborate. Students who study further are given greater opportunities to engage in external projects, workshops and trips. The Bush Theatre, the Old Vic, Restore the Music and Read College are just some of our prestigious partners.

All students love their catering lessons in KS3 and develop the skills to cook from scratch, shop on a budget and prepare healthy meals. There have been opportunities to work with chefs at Beaverbrook Golf Resort and produce wonderful canapes for our annual Arts Festival. Students can continue with their study of catering right through to Capital 6.





Enrichment

All students have the opportunity to participate in many enrichment opportunities. Enrichment is a key feature of our curriculum. In addition to homework and revision clubs, students can benefit from over 50 different activities. These range from Debating to Photography and Basketball.

Students might want to get involved in our Student Parliament, and become the mouthpiece of the student body, or in contrast, articulate in a very different way by joining our very own Capital Performing Arts Company. Students will have the opportunity to audition for a place in the annual production and to play an instrument or join a choir!

The Duke of Edinburgh Award Scheme develops leadership skills, while extensive educational trips broaden our learners' experiences. These include overseas visits supporting different parts of our curriculum.

Students can also join the Capital ORCS (Orchard Remembrance Conservation Society) – a group of student volunteers who are on a mission to create and cultivate a special garden and to protect and preserve the plants and animals that will inhabit it.

Our varied and extensive enrichment programme runs daily before school, at lunchtimes and after school including some weekends and holidays. Students in older year groups get the opportunity to deliver programmes and obtain qualifications in coaching, mentoring, literacy and catering. A full programme is posted on our website and given to students each term. Our programme includes access to several community groups such as The Track Academy, Community Table Tennis and Brent Schools' football.

Our Enrichment programme enables our students to become fully embedded in our school community. All of our students are given the opportunity to compete in a vast programme of competitions ranging from sporting events to Times Table Rockstars.

It is important to us to introduce our students to a multitude of exciting new experiences here at Capital City Academy.



Application Process



How to find out more and apply for a position

We very much hope that you will be inspired to join us here at Capital. Our students deserve the very best teachers and support staff and we look forward to welcoming you at interview or for a visit so you can experience our Capital Community.

Go to the Academy's website: www.capitalcityacademy.org

Find us on Twitter: @capital__city

Visit the Academy in person

If you wish to visit the Academy to find out more, please contact the Principal's PA Leila Khan via email – lkhan@capitalcityacademy.org or phone on 020 8838 8728.

How to apply

We also advertise often in the Times Educational Supplement, the Guardian Recruitment website, the Government website and LinkedIn.

You can apply for any advertised post via the school website – www.capitalcityacademy.org

Your application form must provide evidence that you meet the person specification.

Alternatively, applications may be posted to:

Ms. A. Gordon
HR Manager
Capital City Academy
Doyle Gardens
London
NW10 3ST

Please mark posted or hand delivered applications as "Confidential".
If the application is hand delivered this will be to the Reception Desk at Capital City Academy from where it will be immediately forwarded to the Academy HR office.

Referees

References will be taken up on all candidates selected for interview.



CAPITAL CITY ACADEMY

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