



# **Information Pack for Applicants**

**Deputy Head of Maths**

**Easter/September 2024**

**City of London Academy Highgate Hill**



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## Letter from City of London Academies Trust CEO



City of London Academies Trust  
Guildhall, PO Box 270  
London EC2P 2EJ  
020 7332 1432  
enquiries@cola.org.uk  
www.cola.org.uk

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.

COLAT is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve. Combining the heritage and traditions of the City of London Corporation with an innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as 'outstanding' within three years of joining our Trust.

Our expectations are high for both our students and our staff. Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles have led to the City of London and COLAT being recognised as the best performing academy chain for progress and attainment of disadvantaged children for two years in a row in The Sutton Trust's annual report, 'Chain Effects' (2016 and 2017). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. We therefore ensure that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust. In the classroom, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents whatever they may be. We look forward to receiving your application.

Yours faithfully,



**Mark Emmerson**  
**Chief Executive Officer**

VAT Reg: 280 4820 09  
Company Reg: 04504128  
The City of London Academies Trust is part of the City of London Corporation



## Letter from the Principal



City of London Academy Highgate Hill  
Holland Walk, Duncombe Road  
Archway, London, N19 3EU  
T: 020 7281 3536  
enquiries@highgatehill.cola.org.uk

Dear Applicant,

Thank you for your interest in the position of Deputy Head of Maths with the City of London Academy Highgate Hill. We are delighted that you have chosen to apply to our academy and welcome your application.

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability, non-denominational academy inheriting four cohorts (Years 8 to 11) from what was previously, Mount Carmel Catholic College for Girls. You will be joining our school at an exciting time due to our Sixth Form opening in September 2022.

We aim to provide a world class education for our students - making them 'well-rounded' individuals. Our vision is to therefore create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Creativity, innovation and enterprise, alongside tradition and heritage are championed
- Developing people who are confident, resilient, compassionate and democratic

If you feel that you can make a positive contribution please apply. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Prince Gennuh'.

**Prince Gennuh**  
**Principal**

## Position details

**Position:** Deputy Head of Maths

**Position Description:** Permanent, Full Time

**Position Location:** City of London Academy Highgate Hill

**Grade:** Inner London Main/Upper Pay Scale + TLR 2A £3,214

**Required:** Easter/September 2024

**Position Closing Date:** 10.00am Monday 19 February 2024

**Interviews will take place:** on week commencing Monday 19 February 2024 or Monday 26 February 2024

## About us

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

- High expectations, aspirations, excellence and a belief that all can succeed;
- Combining creativity, innovation and enterprise, alongside tradition and continuity;
- Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

<b>High expectation leadership</b>	Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed.
<b>Exemplary behaviour</b>	Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence.
<b>Outstanding creative teaching</b>	Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point.
<b>Assessment that informs intervention</b>	Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made.

<b>A challenging curriculum</b>	A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences.
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## About our school

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability and non- denominational academy.

Our vision: to create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Contributing creativity, innovation and enterprise alongside tradition and heritage
- Developing people who are confident, resilient, compassionate and democratic

The academy's sixth form will open in a state of the art building in September 2022.

For further information about the academy please visit our website: <http://www.highgatehill.cola.org.uk/>

## Application details

Applications must be completed online on Tes by the closing date. To apply click the following link: <https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

For further information or queries please email: [hr@highgatehill.cola.org.uk](mailto:hr@highgatehill.cola.org.uk)

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

**Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified**

from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



## Deputy Head of Maths Job Description

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<b>Post:</b>	Deputy Head of Maths
<b>Grade:</b>	Inner London Main/Upper Pay Scale + TLR £3,214
<b>Responsible to:</b>	Head of Maths

### Job Purpose

**The Deputy Head of Maths will be expected to:**

- To assist in leading the development of the subject throughout the academy, including taking specific responsibility to develop teaching and learning and assessment at Keys Stage 3/4.
- Support the development of Literacy across the curriculum.
- To ensure that appropriate learning activities occur and that homework is regularly set, marked and monitored.
- To ensure the provision of an effective and inclusive curriculum at Keys Stage 3/4.
- To monitor departmental intervention strategies at Keys Stage 3/4.
- To deputise for the Head of Department whenever necessary.
- To demonstrate and model good practice within the department.
- To set professional standards for colleagues and students by personal example of hard work, commitment and professionalism.
- To assist the Head of Department in the support of colleagues within the department with special responsibility for beginning teachers.
- To monitor student progress at Keys Stage 3/4 on a termly basis and provide relevant reports to line managers.
- To ensure that departmental displays reflect the students' progress.
- Work with the Middle and Senior Leadership Teams to secure the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, providing outstanding leadership that establishes the academy as a leading provider of high quality education for its students.
- Deliver the highest possible educational standards and create a high expectation culture in which students feel safe, valued and motivated to succeed.
- Assist the Middle and Senior Leadership Teams in the effective day-to-day organisation and management of the academy and contribute to the leadership capacity of the academy.
- Secure the achievement of specified Key Performance Indicators and targets for Maths as identified in the Academy Strategic Plan.
- Help to manage standards of learning and behaviour in the Maths department and wider academy on a day-to-day basis, ensuring high expectations and full commitment to achieving outstanding outcomes.
- Provide high quality Maths teaching, effective use of resources and high standards of learning and achievement for all students.

- Support the delivery of exceptionally high standards of literacy and oracy across the academy.
- Be accountable for the attainment and progress in Maths of designated groups at the academy.
- Be prepared to support the overall aims of the academy by teaching a subject other than Maths where reasonably required and by showing flexibility in approach as the academy expands.
- Aspire to create enrichment opportunities for students to study additional aspects of the subject beyond the core curriculum, in line with Maths programmes that can be found in the Trust's most successful independent schools.

### **Key Responsibilities**

#### **Be accountable to the CoLAT through the Senior Leadership Team, Governing Body and CEO for:**

- The attainment and progress in Maths of designated groups at the academy.
- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Advising and reporting to the Subject Leader- Head of Maths as required.

#### **Contribute (with the wider academy team) to:**

- Developing the aspirations and self-belief of all students, thereby securing high quality outcomes for all.
- Developing strong productive relationships with a wide range of stakeholders to maintain a learning community that strives for personal growth.
- Effective self-evaluation of outcomes, practice and consequent planning for improvement for the academy.

#### **Provide outstanding teaching and learning in Maths through:**

- Teaching Maths to all age groups.
- Regularly using data to monitor and evaluate the progress and attainment of designated groups and individuals across all year groups in Maths and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all academy policies.
- Maximising students' literacy, oracy and attainment in Maths by liaising closely with other team members and departments such as the Faculty of Learning.
- Monitoring the setting and completing of homework for designated groups in Maths.
- Being a form tutor and Personal Adviser.

#### **Contribute to the academy's leadership capacity through:**

- Supporting other colleagues within the Maths department.
- Helping to develop the work of the Maths department, raising the level of attainment in Maths in accordance with academy targets and expectations.
- Challenging underachievement at all levels and ensuring appropriate action is taken.
- Monitoring and identifying underachieving students from performance data.
- Assist with patrol and supervision duties to ensure high standards of behaviour in the Maths department and around the academy site.
- Promoting exemplary standards of conduct, ensuring a continuous and consistent focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Providing an approachable, authoritative and visible presence in and around the academy.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.



- Performing other duties to be determined in discussion with the Subject Leader- Head of Maths and the Senior Leadership Team.

### **Strengthening Community**

- Develop, implement and maintain effective strategies to promote engagement of the whole academy community. In particular to establish effective relationships with all parents/carers and promote their involvement in their children's learning and academy activities.
- Actively support the diversity of the academy's communities and students.

### **Safeguarding and Promoting the Welfare of Children**

- Have knowledge of, and adhere to, safeguarding policies and procedures.
- Ensure a safe and supportive academy culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.

### **Other Responsibilities**

- Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
- Ensure equality of opportunity for all staff to facilitate their continuing professional development.
- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

### **Standards/Quality Assurance and Additional Responsibilities**

- Fulfil a negotiated teaching commitment in one or more subjects and be an excellent classroom practitioner.
- Uphold the academy's behaviour code and uniform regulations.
- Develop links with neighbouring schools/academies.
- Conduct detentions and duties as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend and participate in meetings, open evenings and student performances.
- Compile statistical returns as required.

### **Key Organisational Objectives**

The post holder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

**Associated Duties**

The current School Teachers’ Pay and Conditions document describes the duties which are required to be undertaken in the course of employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that professional duties are discharged effectively.

**Special Conditions of Service to Note**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Parent Days, Consultation Weeks, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: .....

Signature of post holder: .....

Signature of Chair of Governors: .....



## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuing professional development		✓
<b>Experience and skills</b>		
Ability to teach maths at KS3 and KS4	✓	
Demonstrable experience of improving student outcomes	✓	
Experience of having made a significant contribution to the success of an academy through its student outcomes and ethos		✓
Understanding of innovative approaches to teaching and learning		
Understanding of the National Curriculum and OFSTED Framework	✓	
Demonstrable experience of high quality teaching and learning	✓	
Experience as a form tutor and/or pastoral work		✓
Positive effective strategies for behaviour management	✓	
Experience of optimising the attainment and progress of students	✓	
Ability to use data and ICT effectively to assess performance and raise achievement	✓	
Experience of working with children with significant barriers to learning	✓	
Experience of organising subject-based activities		✓
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND		✓
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims	✓	
<b>Teaching and Learning</b>		
Outstanding learning secured for students through outstanding teaching and a calm, orderly environment	✓	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
<b>Vision and values</b>		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards		✓
Knowledge of the Academy Strategic Plan and KPIs and the role to be played by the Maths department		✓
Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism	✓	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	✓	
Strong organisational skills	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
<b>Relationships with Stakeholders</b>		
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships		✓
<b>Work-Related Personal Qualities</b>		
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Commitment to support the aims of the Trust	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	