Information Pack for Applicants

English One to One Teacher

Permanent, part time

January 2022

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 English One to One Teacher 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,

Prince Gennuh
Principal

Position details

Position: English One to One Teacher

Position Description: Permanent, part time (3 – 5days per week)

Position Location: City of London Academy Highgate Hill

Grade: Inner London Main Pay Scale

Required: January 2022

Position Closing Date: 10.00am Friday 3rd December 2021

Interviews will take place on: are likely to be held on week commencing Monday 6th December 2021 or Monday 13th December 2021

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:

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

A challenging curriculum	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.

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

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.

English One to One Teacher (Part Time) Job Description

Post:	English One to One Teacher (Part Time)
Grade:	Inner London Main Pay Scale
Days:	Negotiable, 3 - 5 days
Responsible to:	Head of English

Principal Accountabilities

- Provide high quality teaching and learning experiences for students.

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

- Liaise with Subjects leaders to identify underperforming students for one to one English tuition
- Plan and deliver personalised English tuition sessions in a one to one setting to all age groups
- To provide support and guidance to students who are unable to attend school for various reasons eg exclusion, medical condition, and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential
- Support students to achieve 3 sublevels of progress per academic year
- Monitor and assess student progress
- To record and evaluate the one to one intervention programme
- Address underachievement through contributing to Academy strategy as well as developing and implementing Faculty strategies and approaches
- Provide assessment to students and parents as required
- Fulfil reporting requirements
- Liaise with parents to ensure excellent attainment
- Support extended day activities to enhance pupils learning experiences
- Manage the behaviour of students in classrooms and around the academy
- Understand and fulfil all the requirements of Academy policies as outlined in the *Academy Handbook.*

2. Additional Responsibilities

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Attend and participate in open evenings.
- Uphold the academy's behaviour code and uniform regulations.

- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

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.
- 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
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Experience and skills		
Ability to use ICT effectively	✓	
Ability to use ICT to raise achievement	✓	
Provide high-quality teaching to students of all abilities	✓	
Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work	✓	**✓ (NQTs)**
Demonstrable experience of improving student outcomes	✓	**✓ (NQTs)**
Ability to provide high-quality outcomes	✓	**✓ (NQTs)**
Experience as a form tutor and/or pastoral work	✓	**✓ (NQTs)**
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
Knowledge and understanding		
Developments in the National Curriculum	✓	
Developing differentiated schemes of work	✓	**✓ (NQTs)**
Safeguarding	✓	
Equal opportunities		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	