

CANDIDATE INFORMATION PACK



CITY OF LONDON
ACADEMIES TRUST

Executive Director of Standards (Secondary)

CITY OF LONDON ACADEMIES TRUST

CEO WELCOME

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 deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). 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. Our care for staff means 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, and around school, 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,

A handwritten signature in blue ink, appearing to read 'M. Emmerson', written over a white background.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

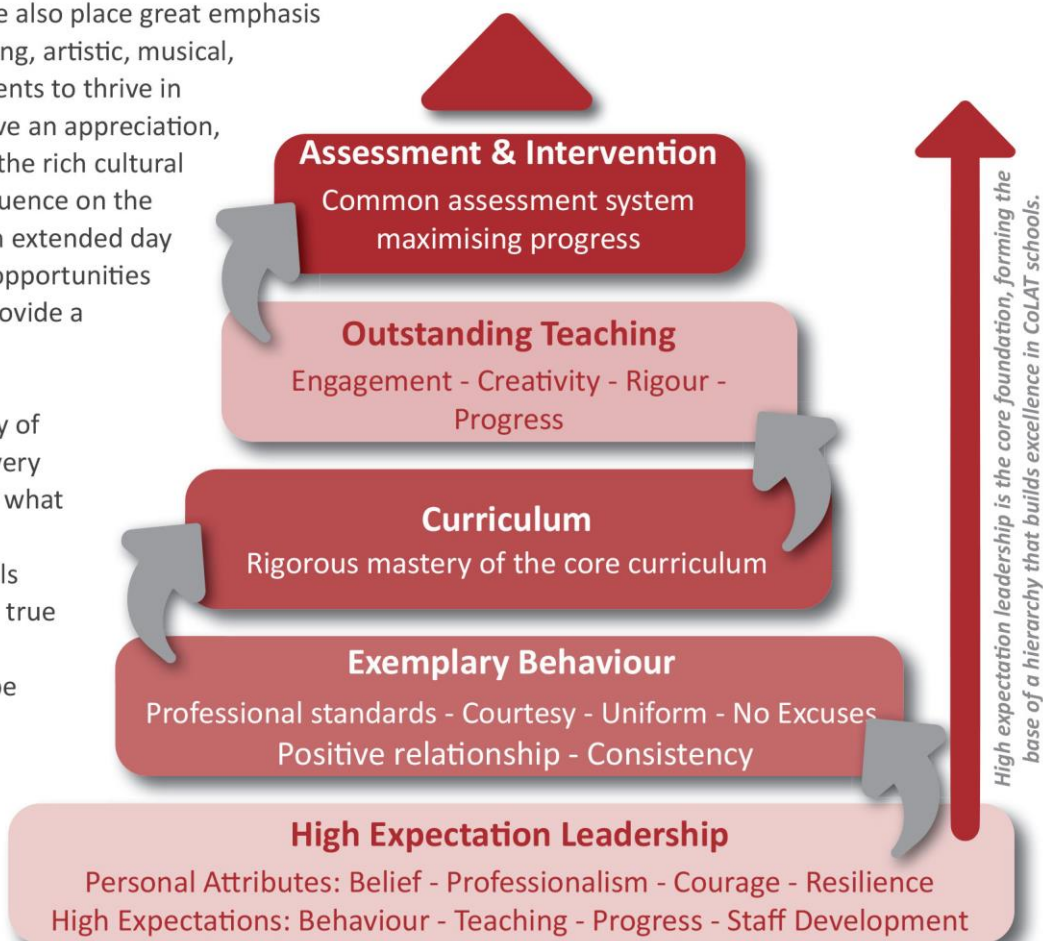
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching 'powerful knowledge,' and educating our students on the 'best that's been thought and said' is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students' sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school's culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



PROFESSIONAL DEVELOPMENT

We are committed to providing **individualised** and **impactful** professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.

The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
 - **Occupational maternity and adoption pay following 26 weeks of continuous service**
 - **Generous annual leave entitlement**
 - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
 - **Cycle to work scheme**
 - **Corporate gym membership rates**
 - **Travelcard loan scheme**
 - **Annual training and development opportunities in addition to in-house staff development**
 - **Access to City of London housing allocation scheme**
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Job Description

Post:	Executive Director of Standards (Secondary)
Accountable to:	Chief Standards Officer
Post Type:	Permanent
Salary (Competitive):	Commensurate with previous experience
Working Pattern:	Full time
Location:	Flexible. The nature of work will largely involve the post-holder carrying out work at different academies within the Trust. There are also two Head offices, the Guildhall, London, and the City of London Primary Academy Islington
Disclosure Level:	Enhanced DBS
Responsible for:	Secondary standards and key performance indicators, line management of Directors of Standards, Assistant Directors and Subject Improvement Leads

Main Purpose:

- Working with the CEO and CSO to develop a long-term Trust Secondary Strategy.
- Working with the CEO and CSO to develop a long-term Trust Sixth Form Strategy.
- Support the CSO in the setting and achievement of challenging school performance targets as well as other key performance indicators.
- Support the CSO with all secondary and sixth form college scrutiny processes and self-evaluation work.
- Work with secondary academies and sixth form college Principals and academy leaders to ensure effective delivery using the IMPACT model of school improvement.
- Support the CSO in the planning, organisation and facilitation of high-quality professional development opportunities, networks, and programmes for CoLAT secondary academies and sixth form college staff.
- Work with the CSO and Directors of Standards to ensure consistency of approach and overall effectiveness of the Trust.

1. Providing strategic leadership for the Trust secondary academies and sixth form colleges

- Uphold, develop, and promote the Trust's mission, vision, and values. Ensure all schools are embedding the Trust's Foundations of Excellence.
- Contribute towards development and delivery of the Trust's five-year strategic plan, self-evaluation and development plan.
- Develop and deliver the Trust's secondary school improvement strategy, action plan and framework; in coordination with the CEO and CSO.
- Lead on the Trust's strategic approach and ensure statutory compliance across all schools.
- Lead on the Trust's strategic approach to closing the gap for the most vulnerable learners.
- Produce reports to the CEO, Executive Team, Trust Board, and external partners on the quality of education and the impact of school improvement activity and contribute towards termly policy updates and newsletters.
- Actively support new schools joining the Trust to ensure they are fully integrated and aligned to COLAT's offer and Trust dividend.
- Provide advice and professional expertise to support the strategic growth of the Trust including active involvement in the Trust's due diligence process for new schools.
- Ensure effective and timely delivery of Trust-wide projects to ensure the best possible outcomes for all children.

- Develop, deliver, and promote the positive reputation of the Trust and contribute towards broader system leadership support beyond the Trust.
- Develop and deliver policies and guidance in line with Trust and statutory requirements and ensure consistent implementation and application across all schools.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.
- Take strategic responsibility for Trust wide areas as allocated by the CSO.
- Deputise for the CSO as and when necessary.

2. Lead on strategic oversight of accountability, scrutiny, and quality assurance processes for the Trust secondary academies and sixth form college

- Manage the approach with an understanding of the demands experienced by school leaders, and the need to provide effective monitoring, accurate judgements, and robust accountability.
- Support the CSO with all secondary and sixth form scrutiny processes, e.g.: academic outcomes and safeguarding.
- Support the CSO with all secondary and sixth form quality assurance processes e.g.: IMPACT Plus reviews and external reviews.
- Using the Trust IMPACT model:
 - Conduct regular visits to lessons to gather intelligence on the quality of education and learning in each school.
 - Identify, agree, and communicate prompts for improvement.
 - Monitor the effectiveness of school leadership in securing positive and consistent outcomes.
 - Provide effective advice, support, and challenge to ensure effective outcomes.
 - Broker support and/or expertise from other Trust schools where necessary and appropriate
 - Ensure that robust and reliable internal data is accurately reported to deadlines.
 - Ensure that external data, including national averages, is accurately reported to deadlines.
- Provide performance reports to the Standards and Accountability Committee and the Trust Board as required, including:
 - Schools' progress to targets and prompts for school improvement throughout the academic year as required
 - IMPACT updates
 - Other key data on attendance, persistent absentees, suspensions, permanent exclusions, self-evaluation, and pupil characteristics updates.

3. Provide strategic leadership and line management of the COLAT Standards Team

- Provide effective line management of the Standards Team to support the delivery of high-quality educational provision within our schools.
- Oversee the development of curriculum resources created by the Subject Improvement Leads and deploy them strategically to support schools with the greatest need. Review their workflows, allocate workplans and monitor the quality of delivery.
- Conduct regular and timely meetings to keep abreast of the standards within schools and deploy resources efficiently to support the delivery of strong outcomes.
- Analyse and evaluate a range of school and Trust level data to identify systemic weaknesses and risks and deploy resources within the Standards Team to support Principals improve attainment and progress.

4. General responsibilities

- Manage and ensure compliance with the policies, ethos and aims of the Trust, as well as the policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection.
- Alert the school leadership and the CSO where there are serious concerns in any school of any nature.
- Uphold, follow, and actively support the Academy Trust Handbook and Trust's policies and procedures, so funds available to the City of London Academies Trust are used properly, efficiently, and effectively.
- Take personal responsibility for integrity, propriety, and regularity in the management of public funds, and in the day-to-day operations of the organisation.

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- Liaise with other departments and support staff over matters relating to Finance and whole-Trust issues.
- Attend staff meetings and training courses, conferences, seminars, or other meetings as required by own training needs and the needs of the Trust.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

English Duty

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

Confidentiality

We expect all staff ensure that confidentiality is maintained and work in line with agreed City of London Academies Trust's policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertaking any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the CSO, CEO and Trustees.

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage, and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national, and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our central Trust team have the highest of expectations, and we are committed to securing outstanding outcomes for the young people we serve, by driving excellence in our academies through a balance of challenge and high-quality support. In our academies, our staff are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust's Equalities policies.

Person Specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuing professional development	✓	
Experience		
Principal at Secondary School level (or equivalent)		✓
Leading 'outstanding' provision in challenging circumstances and delivering exceptional outcomes	✓	
Leading and training senior staff to be effective leaders of education	✓	
Challenging and supporting senior teams to optimise attainment and progress of students	✓	
Excellent organisational skills	✓	
Well-developed interpersonal and communication skills	✓	
Teaching and Learning		
Authentic leadership of teaching and learning that generates outstanding outcomes	✓	
Ability to deliver exceptional outcomes in a broad and rigorous curriculum framework	✓	
Vision and Strategy		
Vision and values aligned with the Trust's high aspirations and expectations	✓	
Leadership		
Ability to provide operational support while maintaining the strategic progress	✓	
Rigorous and efficient use of data to inform teaching and learning to	✓	
The ability to motivate school leaders but also hold them to account for outcomes	✓	
A deep commitment to the safeguarding and wellbeing of all students at all times	✓	
Leading Relationships with Stakeholders		
Skilful management and understanding of how to inspire and secure strong relationships with Trust school leaders and LGBs as well as other external relationships	✓	
Work-Related Personal Qualities		
Demonstrate personal enthusiasm and commitment to system leadership	✓	
Demonstrate personal and professional integrity, including modelling the Trust values and vision	✓	
Flexible and able to manage deadlines, prioritising appropriately and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Executive Director of Standards (Secondary)

Vacancy Description: Permanent and Full Time

Vacancy Location: Guildhall, and COLAT academies as necessary

Vacancy Closing Date: Thursday 18 April 2024, 9.00am

Submission: Applications are to be submitted through the TES portal

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

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. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

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.



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