



RECRUITMENT INFORMATION PACK



DETERMINATION, INTEGRITY, CURIOSITY, EMPATHY

Welcome to Capital City Academy



September 2019

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 has become increasingly oversubscribed. 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 achieved 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 and Values

Capital City Academy will provide an exceptional environment to promote a passion for learning and discovery. We recognise everyone as an individual and our rich community is united in its determination to enable all learners to succeed. At the heart of our achievements we endeavour to educate the whole person developing an honest, informed and caring global citizen.

This vision underpinned by four key values:

- Determination
- Integrity
- Empathy
- Curiosity



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 Principals
- 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

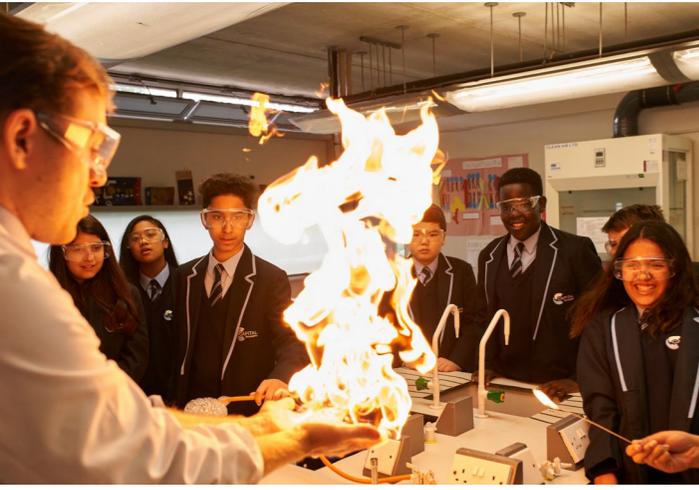
At Capital City Academy we have worked hard over the past 3 years to develop what we now call our Capital Community. We believe, in order for our students to become successful well rounded members of a community having a sense of belonging in our school community is central to this. Our Capital Community 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).

Many students also gain additional leadership qualifications and accolades. For example, last year student Fatima won the Youth Sports Trust national CARE award for her outstanding contribution to leadership. She has also recently won a major FA volunteer award.



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 to 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 that work in conjunction with the Capital Leadership Team in charge of T&L and also with Curriculum Area Leaders to carry out brief departmental learning walks and deliver department specific CPD.

The Teaching and Learning focus for this year is to ensure we maximise the impact of Formative Assessment in our classrooms so we can move students forward and reconnect with their learning after this long period of inevitable absence. We will particularly look at how Formative Assessment extends our Most Able cohort in achieving excellent rates of progress.

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.

Continued 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.

We are committed to the principle of both experienced and less experienced teachers being coached. Coaching continues for at least two terms, usually for a full year. It involves weekly 15 minute observations followed by 30 minute feedback meetings. The training for the coaches focuses on effective feedback and deciding on action steps which will have the greatest impact, and which can be achieved in one week.

Teaching and support staff are encouraged to take part in a wide range of programmes offered through Harrow Collegiate 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.

DEFT 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.





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. 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, training or employment upon leaving school. As well as providing a diverse range of academic A level subjects, there is vocational offer consisting of substantial vocational qualifications. Any student yet to achieve a Level 2 pass in GCSE English and maths attends classes to re-sit these qualifications at the earliest opportunity. For students who are not yet ready for level 3, a one-year introductory pathway allows students to gain appropriate level 2 qualifications, alongside a structured programme of work experience. 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, a tailored UCAS and careers programme, and range of extra-curricular activities. Within this, the Academy provides impartial careers education, information, advice and guidance.



Our Specialisms



Sports

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.

Capital is the hub site for the School Sports Partnership and School games which opens up a wide range of additional opportunities for students, including Sports Leadership, coaching qualifications and volunteering. We are proud to say there are spectacular successes at all ages and in a wide range of sports with students holding representative honours at district, county and national levels. The specialism enables us to offer bespoke timetables and funding for national and international athletes. Our alumni include national and International athletes in 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 and playing fields. We work closely with a wide range of linked partners, to enable us to host and a launch a number of National initiatives. We are proud to have a Rugby Development Officer based full time at Capital from Saracens running both rugby and sports mentoring programmes. Capital City Academy is also the London Hub for the Sports Apprenticeship Scheme with 10 young people currently employed within our local primary and secondary schools.

We are particularly excited to now host both a Basketball and Football Academy here at Capital. This offers KS5 students the facility to study a wide range of subjects across the consortium while training and playing sport at club level and beyond. These sports scholars are a real credit to Capital, an inspiration to our younger students and offer students the change to play both nationally and abroad.

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: combining music, dance and drama in performance; Visual Arts: Art & Design, Graphics, Photography, Textiles and 3D Design; Media and Cooking & Nutrition. Students have been able to participate in opportunities with the Photographers' Gallery, The Royal Academy of Arts, The Tate, UAL, UCL School Store, The Yard on the Rise, The Design Museum and V&A. Cooking and nutrition students relished the opportunity to see working practice at the Beaverbrooks hotel; take part in a bread workshop, afternoon tea in London whilst catering the Arts Showcase with professionally produced canapes. We aim to equip students with the arts education that they need should they wish to pursue this career pathway in higher education. In addition to this we provide a multitude of opportunities for students to widen their knowledge of the performing arts industry and professionals through partnerships with the English National Ballet, Ballet Black, Royal Academy of Dance, Royal Ballet School, the Tricycle Theatre and the Shakespeare Schools Festival Company. Building students' awareness and exposure to professionals in the Arts and creative sectors is of importance and students have received opportunities to gain work experience in related companies with talks arranged to widen students' awareness of possible career paths.

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 a wide variety of different activities. These range from Chess and 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 Capital's Theatre Company, Dance Company, Band Or even all three!

Opportunities also include pulling on your walking boots, and joining our outdoor explorers. 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.

Our varied and extensive enrichment programme runs daily before school and until 6:00pm 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, MG Stars Gymnastics, Community Table Tennis and Brent Schools' sport.

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 spelling bees and timestable rockstars.



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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