

# CANDIDATE INFORMATION PACK



CITY OF LONDON  
ACADEMY  
HIGHGATE HILL

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Safeguarding Officer

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

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

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

## WHO WE ARE

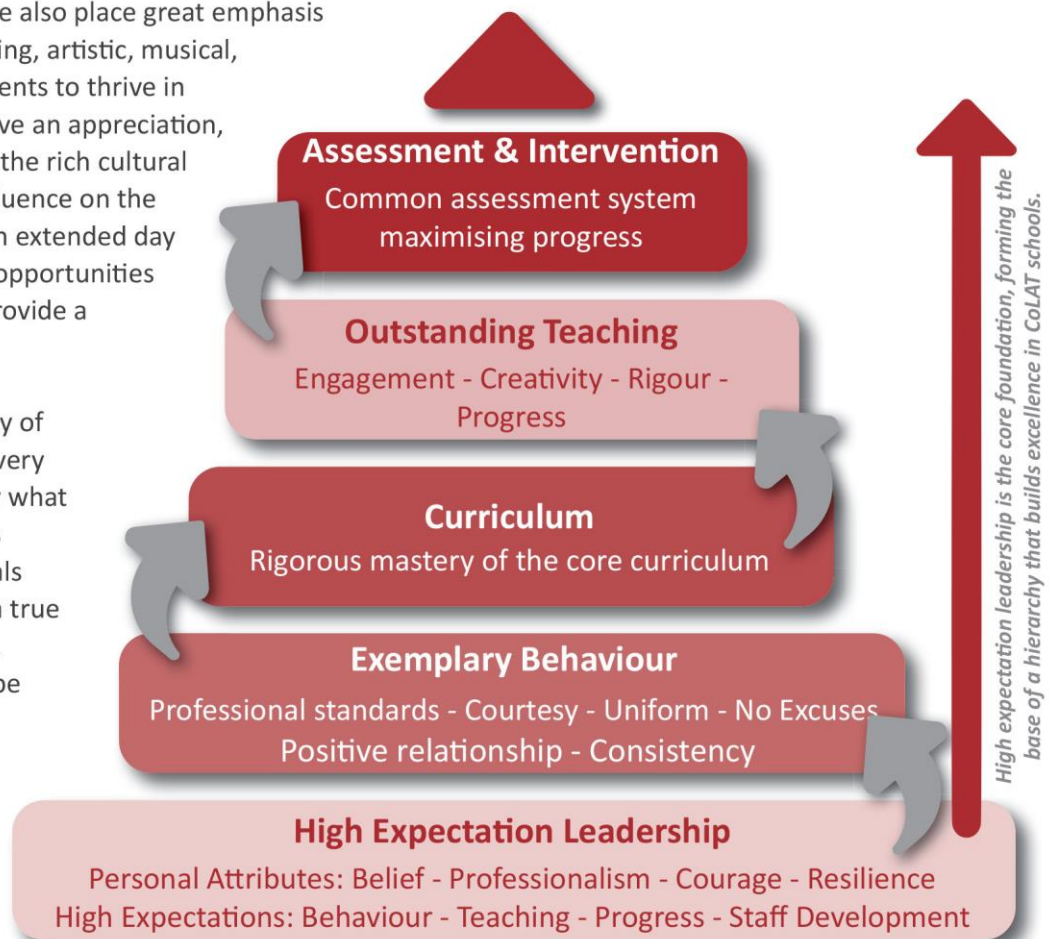
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

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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## Principal's Welcome



Dear Applicant,

Thank you for your interest in the position of Safeguarding Officer 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. Our state of the art sixth form building opened in January 2024.

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
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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**

## Safeguarding Officer- Job Description

**Post: Learning Support Assistant**

**Accountable to: Vice Principal**

**Grade/Range: PO1, SCP 29 - 31**

**Salary: £42,861 - £44,430 (FTE) Pro rata salary: £37,479 - £38,851**

**Working Pattern: Monday - Friday 8.00am - 4.00pm (break and lunch), 35 hours per week, 39 weeks (term time only)**

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

**Disclosure level: Enhanced**

### **Main Purpose**

- **To be the Deputy Designated Safeguarding Lead**
- **To safeguard and protect the students of the Academy**
- **To deliver safeguarding training, update and implement policies and procedures and share learning with staff, volunteers and governors**

### **Key Accountabilities**

#### **Safeguarding / Child Protection**

- Act as named Safeguarding Officer.
- Liaison with social services, including follow up of all referrals and attending strategy meetings, core group meetings, child protection conferences and professionals meetings.
- Responsible for maintaining the child protection paper files.
- Liaison with Education Welfare Officer, Pastoral Managers and Achievement leaders regarding attendance and other issues of concern.

#### **Looked After Children**

- Responsibility for looked after children, including individual meetings, liaison with foster carers, social workers and the reach team.
- Attending LAC reviews where appropriate.
- Arranging Personal Education Plans and monitoring the progress of all LAC.
- Responsible for monitoring the register of looked after children.
- Responsible for informing teaching staff of the needs of looked after children.

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## **External Support Agencies**

- Liaison with and referrals to CAMHS in conjunction with pastoral staff and the senior leadership team.
- Managing referrals to other outside agencies such as counselling services, youth advice centres and refugee therapy centre, IYPDAS, teenage pregnancy service, Coram Parenting Service and Think Family.
- Liaise with the school medical services regarding referrals made.

## **Students and Families**

- Individual counselling and work with students and families referred by pastoral staff and the senior leadership team.
- The organisation and training of the peer mentors and line management of member/s of staff responsible for day to day running of peer mentoring scheme.
- Attend relevant year and senior leadership team/head of year group meetings.
- Attend team meetings around child/family meetings.

## **Support and Standards**

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between students.
- Provide general student support e.g. lost items, upsets.
- Monitor attendance - Use MIS to inform parents/carers.
- Ensure a high standard of uniform.
- Follow up attendance matters, including for agreed target students and contact or meet with parents/carers.
- Collect and collate statements relating to incidents, following up directly when appropriate.
- Contribute to Pastoral Support Plans.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Liaise with external agencies.
- Contribute to academic meetings relating to the pastoral manager's year groups as requested.

## **Communication**

- Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made to parents/carers whenever incidents are dealt with by self or when delegated to contact by others.
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.
- Arrange for work to be set and collected for exclusion and other student absence.
- Seek reports on student progress from staff.
- Arrange parental meetings as necessary.
- Ensure systems letters e.g. uniform, equipment are sent and logged.

## **Evaluation**

- Monitor levels of bullying and implement policies and strategies to combat it.
- Produce reports on levels of incidents dealt with and other issues relevant to the post.

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- To lead, monitor and evaluate the impact of intervention strategies.
- Engage actively in the performance review and development process, including undertaking the role of appraiser for identified staff.

## **General**

- To carry out duties in accordance with health and safety legislation and the school policy.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school and its students.
- To identify your own training needs and a willingness to attend training/courses.
- Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

## **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.
- 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 Keeping Children Safe in Education 2016 in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.



## **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.

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.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. 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 employees, contractors and community members.

## **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.

## Safeguarding Officer – Person Specification

### **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 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 staff have high expectations, 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 academy Equalities policies.

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	Essential	Desirable
<b>Qualifications</b>		
Graduate degree or equivalent	✓	
Be able to demonstrate a willingness to attend appropriate training and development	✓	
Evidence of continuing professional development		✓
<b>Experience, Skills and Knowledge</b>		
Good listening, oral and literacy skills	✓	
Writing agendas and accurate concise minutes	✓	
High levels of computer literacy	✓	
Knowledge of school management information systems		✓
Ability to prioritise and work under pressure with varying deadlines	✓	
Organise meetings	✓	
Record keeping, information retrieval and dissemination of data / documentation	✓	
Use of internet to access relevant information	✓	
Developing and maintaining contacts with outside agencies e.g. Local authority, DFE, Trust	✓	
Knowledge of Data Protection legislation	✓	
Relevant personal and professional development	✓	
Working in an environment where experience including taking initiative and self-motivation	✓	
Working as a member of a team	✓	
<b>Personal Qualities</b>		
Be able to maintain confidentiality	✓	
Be able to remain impartial	✓	
Have a flexible approach to working hours	✓	
Have a positive attitude to personal development and training	✓	
Good interpersonal skills	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

## HOW TO COMPLETE THE APPLICATION

**Vacancy Title:** Safeguarding Officer

**Vacancy Description:** Permanent, Full Time (term time only)

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

**Vacancy Closing Date:** 10.00am Wednesday 29 January 2025

**Submission:** Applications must be submitted via the TES portal on the following link: <https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

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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