



# **Information Pack for Applicants**

**Sixth Form Coordinator**

**September 2023**

**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 Sixth Form Coordinator 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 that reads 'Prince Gennuh'.

**Prince Gennuh**  
**Principal**

## Position details

**Position:** Sixth Form Coordinator

**Position Description:** Permanent, 35 hours per week, 39 weeks per year (time term only) + 5 days

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

**Grade:** SO1 SCP 23 - 25

**Salary:** £35,223 - £36,417 (FTE) **Pro rata salary:** £31,449 - £32,515

**Required:** September 2023

**Position Closing Date:** 10.00am Friday 18 August 2023

**Interviews will take place:** we plan for interviews to take place on week commencing Monday 21 August 2023

## 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.

## 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.col.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.col.org.uk](mailto:hr@highgatehill.col.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.**



## City of London Academies Trust

### Job Description

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**Post:** Sixth Form Coordinator

**Accountable to:** Head of Sixth Form

**Grade/Range:** SO1 SCP 23 - 25

**Salary:** £35,223 - £36,417 (FTE) **Pro rata salary:** £31,449 - £32,515

**Working Pattern:** 35 hours, term time only + 5 days (to include GCSE/A level results day, open evenings, induction days and administration of new students)

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

**Disclosure level:** Enhanced

#### Main Purpose

The primary role of the Sixth Form Coordinator is to ensure the smooth running of the day-to-day operation of the sixth form and ensure a high standard of administrative and student support. To supervise the Private Study area, promoting a positive study ethic amongst sixth form students.

#### Key Accountabilities

##### Student monitoring and support

- Supervise the Sixth Form study periods and support students working in the Sixth Form areas
- Register students, and monitor student punctuality and attendance – make contact with parents regarding any unexplained absences
- Track and evaluate attendance and punctuality data, liaising with tutors, parents and Head of Sixth Form to improve these through the attendance monitoring process
- Monitor, intervene, praise and sanction student conduct within the Sixth Form
- Maintain records and provide administrative support in respect of student conduct, liaising with teachers, parents, students
- Coordinate the production and distribution of student lanyards, and monitor student equipment and dress code
- Monitor 'Extended Study' periods after lessons
- Managing educational visit requests, external agency communications and provide student references for super-curricular programmes
- Liaising with the student leadership team to ensure they fulfil their responsibilities

### **Administrative duties**

- Provide day to day administrative support to the Head of Sixth Form
- Provide a welcoming reception and be the first point of contact with students, parents and external agencies
- Manage internal and external communications, including sixth form inbox and social media
- Coordinate the calendar, and booking of super curricular/ extracurricular events and trips
- Oversee Sixth Form financial operations: process invoices and financial order forms; administer the Post 16 Bursary (including the authorisation of payments, and the maintenance of records) and Free School Meals Vouchers
- Administer Sixth Form events
- Assist in the preparation of Sixth Form publications

### **Post 18 Pathways Support**

- Coordinate exams administration
- Coordinate UCAS application processing
- Administration associated with monitoring and tracking student progress and intervention
- Maintain the Higher Education resources in the Sixth Form Centre and upkeep of Sixth Form display boards
- Coordinate Y12 interviews with Headteacher
- Support Key Stage 4 to 5 transition – marketing, recruitment, induction, communication with partner schools, correspondence with external applicants, organising interviews

### **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
- 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.

## Person Specification

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### **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 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 policy.

	Essential	Desirable
<b>Qualifications and Education</b>		
Educated to degree level 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>		
To have previous successful experience in working with young people on an individual and group basis in supporting their learning and development	✓	
Ability to engage constructively with and relate to a wide range of young people and families/carers with different cultural and social backgrounds	✓	
Working with others with the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in school and external advice and expertise where necessary	✓	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	✓	
Ability to engage in joint goal setting with the individual child as part of the learning action process	✓	
Demonstrate competence in networking, counselling, facilitating and developing others		✓
Good listening, oral and literacy skills	✓	
High levels of computer literacy	✓	
Ability to prioritise and work under pressure with varying deadlines	✓	
Record keeping, information retrieval and dissemination of data / documentation	✓	
Developing and maintaining contacts with outside agencies e.g. Local authority, DFE, Trust	✓	
Working in an environment with experience of taking initiative and self-motivation	✓	
Working as a member of a team	✓	
To have previous successful experience in working with young people on an individual and group basis in supporting their learning and development		✓
Ability to engage constructively with and relate to a wide range of young people and families/carers with different cultural and social backgrounds		✓
<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>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	✓	