

RECRUITMENT INFORMATION PACK 2018/19



DETERMINATION, INTEGRITY, CURIOSITY, EMPATHY

Welcome to Capital City Academy



September 2018

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 approximately 200 students. 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 2018 saw a 10% increase in grades at 4 and above. This coupled with the highest number of GCSE passes across the curriculum is testament to the focus on teaching and learning that pervades the academy's culture. 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 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 November 2015 and we believe that we offer an outstanding education in many ways. We are immensely proud of the Sports and Arts specialisms and the many unique opportunities and partnerships that this provides for our students.

We look forward to receiving your application.

Yours sincerely,

Marianne Jeanes
Principal



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Every time I visit the school I am taken aback by the fantastic work being produced by young people at the Academy. I have enjoyed the stories of academic success - all the way up to Oxbridge entry - as well as the excellent art shows and sporting triumphs. I would like to pay thanks to the Trustees for their support and the opportunities they provide for our students from work with the English National Ballet to support for refugee families.

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Sir Frank Lowe, Founder and Sponsor

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



We specialise in Sport and the Arts, providing diverse teaching approaches, access to wider learning and lots of extracurricular and leadership opportunities.

Sports

Sport provides tremendous opportunities for students to develop confidence, understanding, experience and skills. At Capital, students benefit from high quality specialist teaching and a broad academic and vocational offer. The specialism enables us to offer students a whole host of exciting opportunities including bespoke timetables and funding for national and international athletes across a range of sports including athletics, badminton, football, Irish Dancing, Basketball, Table Tennis, Fencing, Moto GP and Rugby. We are extremely fortunate to have full use of a state of the art 4G surface through the generous support of the FA's Football Foundation. We work closely with the F.A., Queen's Park Rangers and Brent schools football. Capital City Academy has also hosted the English Schools Trials for both Boys and Girls for the South England Region and were honoured to host the launch of the 2014 Premier League.

One of the most exciting outcomes of the Sport specialism has been the introduction of the Sports Apprenticeship Scheme for 17–19 year olds. Capital City Academy is the London Hub for the programme with 11 young people currently employed within our local primary and secondary schools. Since September 2018 we have had a Rugby Development Officer based at Capital City Academy in partnership with the RFU.

The Arts

Capital has a long tradition of excellence in the Arts. We are currently in the process of reapplying for 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: Music, Dance & drama; Visual Arts: Art & Design, Graphics, Photography, Textiles and 3D Design; Media and Catering. Students have been able to participate in opportunities with the Photographers' Gallery, The Royal Academy, UAL, GOLD and V&A. 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, Royal Academy of Dance, Royal Ballet School, the Tricycle Theatre and the Shakespeare Schools Festival Company.

Our Specialisms



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



Teaching and Learning is at the heart of everything we do at Capital City Academy. Ensuring that students make as much progress as they are able to and beyond, whilst developing their curiosity and resilience, is our mission.

In order to ensure consistency across the school and to work more effectively as a team, teachers at Capital share 'Essential Routines' and 'Essential Practice'. The former are a set of expectations that ensure we are fully aware of the levels of progress for the students we teach and they provide us with the tools to create an orderly learning environment.

However, we recognize that exemplary practice goes beyond these. Therefore, we have also developed the 'Essential Practice', some basic principles that we follow when delivering lessons in order for our students to have the best possible learning experience.

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.

We evaluate the effectiveness of the 'Essential Routines' and 'Essential Practice' throughout the year through learning walks, work scrutiny and the collection of rigorous data from Assessment Points. 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. For more information, please check the Teaching and Learning Handbook on the school website – www.capitalcityacademy.org/240/curriculum-assessment

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 current Teaching and Learning focus is in ensuring our Most Able students achieve excellent rates of progress and therefore, we have developed a whole range of strategies to support our teaching in the classroom and have put some further measures in place to support these students to achieve their full potential.

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.

Continued Professional Development

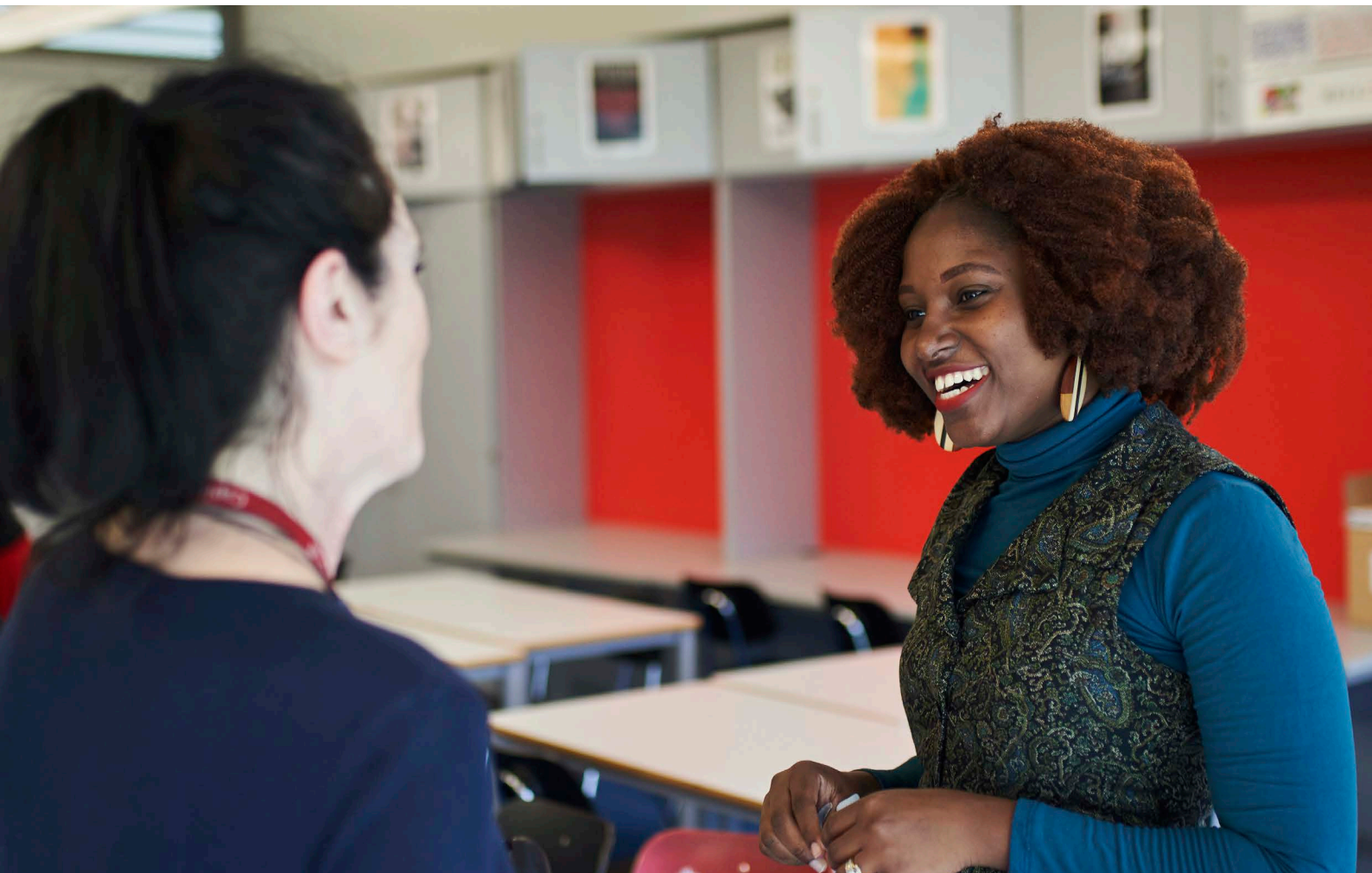
CPD at Capital provides professional development and support for our staff through programmes which address individuals' areas for development, departmental needs and whole school priorities. We are committed to the principal of both experienced and less experienced teachers being coached. Coaching continues 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.

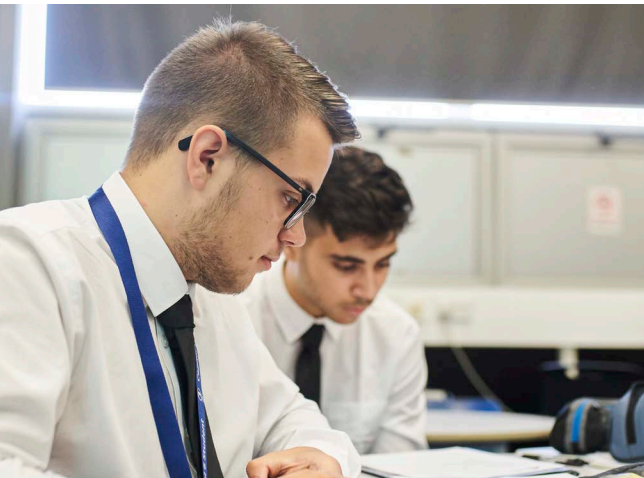
Individual colleagues also request inset offered by external trainers and visits to other schools. Professional development appropriate for the department's needs takes place in department time and on some INSET days. Three department reviews are carried out each year with the aim of evaluating and improving the quality of teaching and learning in the departments. This may consist of an internal review conducted by school leaders or an external review in partnership with outside agencies. The in-depth understanding of the department's strengths and areas for development gained by the reviews feeds into future CPD.

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.

Friday morning sharing good practice sessions take place weekly before the school day begins. The sessions are facilitated by volunteers from different departments each week.



Capital 6 - Sixth Form



We are delighted to take this opportunity to introduce you to Capital 6, 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.



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 becoming 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' football.

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 timestable rockstars.



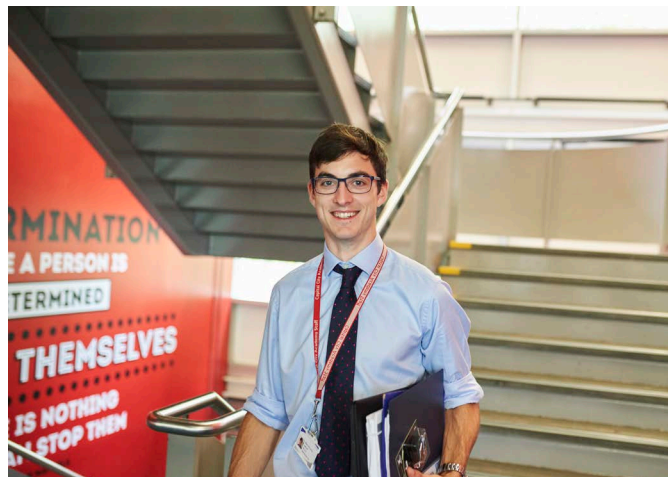
At Capital City Academy we value all our staff and believe that wellbeing is important. We aim to protect and support staff in order to preserve their physical and emotional wellbeing. This allows staff to work as effectively as possible and also to enjoy working at Capital which we hope will encourage them to stay. 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.

Further opportunities to help maintain their wellbeing through a range of activities run by different departments such as Zumba/Clay/football sessions are also offered.

Staff Wellbeing



Application Process



How to find out more and apply for a position

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

Posts will be advertised in both the Times Educational Supplement and the Guardian newspaper.

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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Website: www.capitalcityacademy.org

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