

CANDIDATE INFORMATION PACK



CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

Job Title: Teaching Assistant

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

Mark Emmerson
Chief Executive Officer

WHO WE ARE

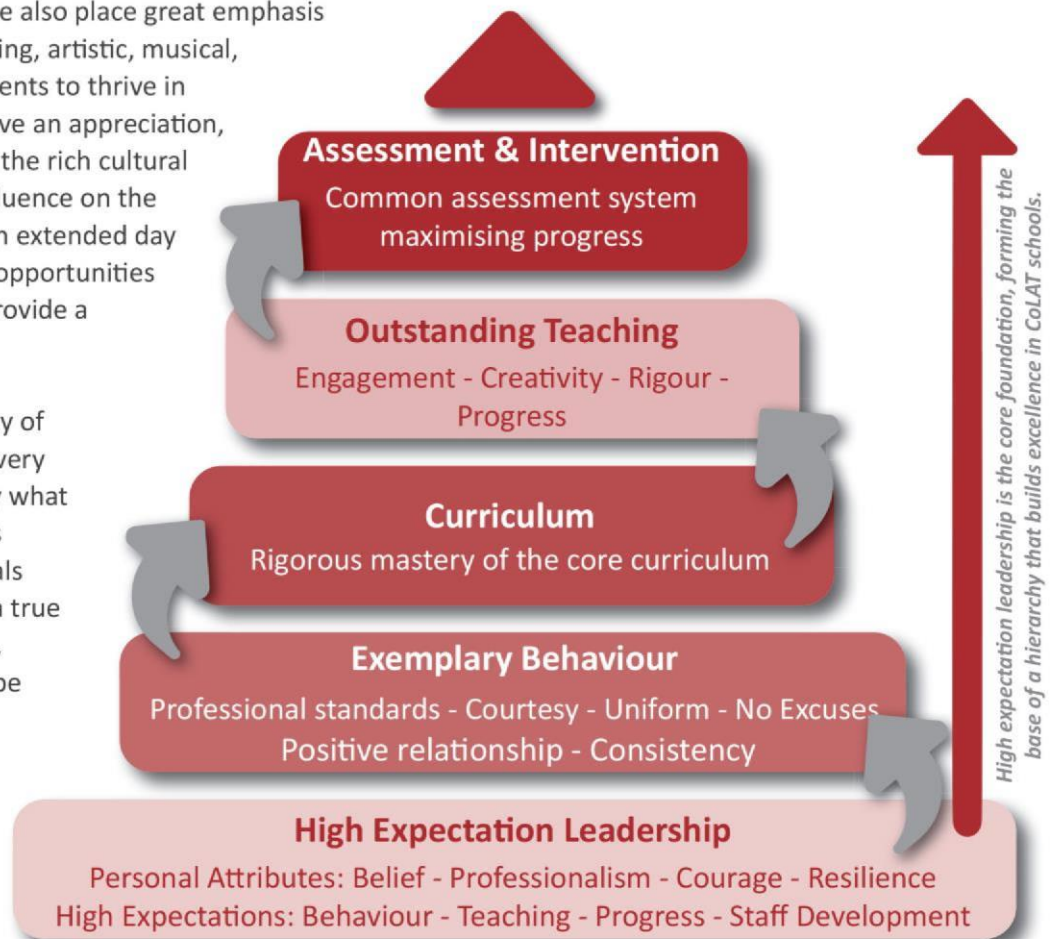
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

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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Head Teacher's Welcome



Dear Applicant,

Thank you applying for the position of Reception or Primary Class Teacher with the City of London Primary Academy Islington (COLPAI). I am delighted you have chosen COLPAI as a school in which to further develop your teaching career. This post offers enormous potential to work collegiately as part of an exceptional staff team.

COLPAI opened in September 2017 and we have grown the school from two Reception classes up to Year 6 over the past 7 years. COLPAI enjoys a state of the art, brand new building with world-class facilities and a fabulous learning environment. We are a fully inclusive school and our pupils, including those with SEND, are drawn from and reflect the vibrant and diverse local area.

Situated on the doorstep of the City and surrounded by numerous cultural resources, this is a school that aims to inspire a love of learning and equip all pupils to fulfil their ambitions. It benefits from the expertise and resources from the City of London family of schools and is supported by The City of London Corporation enabling staff to benefit from the rich arts and cultural resources the City has to offer.

At COLPAI, we believe in setting ourselves high expectations and in doing whatever it takes to achieve them. We have an exciting curriculum, both creative and challenging, underpinned by outstanding pastoral care that will allow all our children to flourish. Pupils have impeccable behaviour and are keen to learn. As a school, we are ambitious to achieve outstanding outcomes for all of our pupils, regardless of their background. We have developed many bespoke synergies and collaborations with the organisations of the Culture Mile to ensure our curriculum offer is broad and balanced.

COLPAI is part of the family of City schools, where pupils have been achieving outstanding results, ranking it as the top performing academy chain nationally for pupil progress. Our strong partnership working ensures we share resources, expertise and skills across our family of highly committed professionals to provide a world-class education that will transform pupils' lives.

This vacancy provides an exciting opportunity for any prospective candidate wanting to join our school and make a difference to children's lives. If our values, ethos and ambitions resonate with yours, we would love to hear from you.

Yours faithfully,

A handwritten signature in black ink that reads "Kim Clapham". The signature is written in a cursive, flowing style.

Kim Clapham,
Head Teacher

Post: Teaching Assistant

Accountable to: The post holder is directly responsible to the Head Teacher for his/her general duties and responsibilities.

Line Manager: For the purpose of the day-to-day line management, post holder is responsible to the class teacher (as designated by the Head Teacher) and Deputy Head Teacher

Grade: 4 NJC Scale Points 8 - 11

Salary Range: Full Time Equivalent £29,859 – 31,242

Actual Salary: £24,245 - £25,368

Working Pattern: Permanent, Term-Time – 32.5 hours per week, 39 weeks per year

Location: EC1Y

Disclosure level: Enhanced

Responsible for: Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisors and other Professionals

Main Purpose

To work in partnership with and under the supervision and direction of the class teachers and the Deputy Head Teacher to support pupils, parents and the Academy.

- To be a key member of the Year Group and Learning Phase Team, working together with colleagues to ensure all children make good or better progress
- To contribute to the on-going assessment of children
- To work in partnership with parents and carers to support the education of their children
- To provide support to children for part of the lunch hour

Key Accountabilities

Support for pupils

- Establish good relationships with children, acting as a role model by presenting a positive personal image and being aware of and responding appropriately to individual needs.
- Support individual and groups of children in a range of daily learning activities.
- Provide an exemplary model of spoken English.
- To promote inclusion and acceptance of all pupils including those with physical, learning and behaviour difficulties.
- Deliver interventions as planned for by external agencies (e.g. Speech and Language Programmes, physiotherapy programme, etc.)
- Look after the physical well-being of children, dealing with minor injuries and administering first aid where necessary.
- Supervise and provide particular support, under the guidance of the class teacher, for pupils who may have special needs – ensuring their safety and access to learning activities.
- To plan and undertake direction for 1 to 1 teaching and intervention.
- To give regular feedback on children's progress to the class teacher and HLTA and keep and file records

- To be aware of pupils' problems, achievements, progress and report to the class teacher/ HLTA as agreed.

Support for teachers

- Work in a team situation, contributing to meeting the individual social, emotional, physical and educational needs of children in the year group.
- To work with teachers to assess the needs of individual children and implement Individual and Group Education Plans
- Assist in the development and implementation of behaviour management strategies.
- Contribute to organising effective learning environments, assisting in the preparation of learning materials, including the display of pupils work.
- Undertake marking and feedback, as appropriate in line with the school policy.
- Under the direction of the class teacher, prepare the classroom for lessons and clear afterwards, as appropriate.

Support for the Curriculum

- To develop resources and material for curriculum delivery and display and prepare, maintain and use equipment/resources required to meet lesson plans / relevant learning activity.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the Academy

- To support teachers, parents/carers and other colleagues in creating an environment that enables all pupils to reach their full potential.
- To undertake child protection training at a level commensurate with role
- Maintain good relationships with colleagues and work together as a team.
- Be aware of and support difference, ensuring that all students have equal access to opportunities to learn and develop.
- Accompany teaching staff and children on visits, trips and out of school activities
- Promote and contribute to the school's policy of partnership working with parents

Culture:

- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To be active in issues of pupil welfare and support

General statements

- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Comply with all legislation and school policies regarding safeguarding, health and safety, and data protection requirements.
- Comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures.
- Treating all information acquired through your employment, both formally and informally, in strict confidence.

To contribute as an effective and collaborative member of the school team

- Contribute in meetings and being a supportive member of the school team.

- Promote the vision and agreed aims of the school
- Demonstrate teamwork and professionalism at all times

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.

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide highquality 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 post holder will be expected to carry out all duties in the context of and in compliance with the COLAT Equalities policies.

	Essential	Desirable
Qualifications		
Educated to NVQ Level 2 or equivalent	X	
GCSE Maths and English grade A-C	X	
Certified teaching assistant course or equivalent qualification		X
First Aid Qualification		X
Experience, Skills and Knowledge		
Experience of at least 2 years working in the primary phase with an outstanding track record as a practitioner	X	
Experience of working with or caring for children in the primary phase	X	
Understanding of national curriculum and other basic learning programmes/strategies	X	
Ability to work as a member of a team, understand the role in the classroom and associated responsibilities	X	
A secure understanding of best practice phonics and early reading, writing and number skills.	X	
Experience of RWI phonics and evidence of impact on pupils learning.		X
Personal Qualities		
Good written, numerical and ICT skills to support pupils learning.	X	
An ability to establish effective working relationships with pupils, parents and colleagues	X	
Ability to relate well to children and adults	X	
Ability to work in a calm and caring manner	X	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Willingness to undergo appropriate checks, including enhanced DBS Checks	X	
Motivation to work with children and young people	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Personal commitment to continuous self-development	X	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	X	

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Detail as advertised

Vacancy Description: Status of employment Perm/Temp etc. Term time/Full Year

Vacancy Location: Detail as advertised

Vacancy Closing Date: Detail as advertised

Submission: Applications must be submitted via the TES portal on the following link

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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