



Information for Applicants

**Lunchtime Supervisor
City of London Primary Academy Islington**



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



City of London Primary Academy Islington
15 Baltic Street West
London EC1V 8BB
T: 020 7504 0556
E: office@islingtonprimary.co.uk
Head Teacher: Ms Kim Clapham

Head Teacher's Welcome

Dear Applicant,

Thank you applying for the position of Lunchtime Supervisor 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 career. This post offers enormous potential to work collegiately as part of a small but growing team in further developing COLPAI as an exceptional school for the next generation of children. In December 2019, our school was judged by Ofsted to be Outstanding in all categories.

COLPAI opened in September 2017. Currently, our school has Reception to Year 4 children and from September 2022 we will have Year 4 pupils. The school is growing, year on year, and will reach its full complement of 420 pupils by 2024. Since September 2021, we have moved into our brand new school located in Golden Lane. We are a fully inclusive school and our pupils, including those with SEND, are drawn from and reflect the vibrant and diverse local area, we plan to expand EYFS provision to also include nursery and two-year-old places.

Situated on the doorstep of the City and surrounded by world-class cultural resources, this is a school that inspires a love of learning and equips 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.

COLPAI is judged by Ofsted to be an Outstanding school in all areas. 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 and a nurturing environment 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. COLPAI pupils achieve Outstanding results, ranking it as one of the top performing schools locally and nationally. 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.

We are delighted to have been chosen as the Barbican's Associate Primary School for the next three years; this means we will benefit from bespoke CPD opportunities and collaborate with internationally renowned creative professionals spanning all areas of the arts. In addition, the programme offers many bespoke synergies and collaborations with the organisations of the Culture Mile to ensure our curriculum offer is broad and balanced and second to none.

This is, without doubt, one of the most exciting posts available to any prospective candidate wanting to join an Outstanding school and make the perfect start to their early teaching career and make a difference to children lives in a vibrant, culturally diverse inner-city school. If our values, ethos and ambitions resonate with yours, we would love to hear from you.

Yours faithfully,

Kim Clapham
Head Teacher

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:

High expectation leadership	Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed.
Exemplary behaviour	Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence.
Outstanding creative teaching	Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point.
Assessment that informs intervention	Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made.
A challenging curriculum	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 Primary Academy Islington (COLPAI) opened in September 2017. COLPAI is a non-selective, fully inclusive school. Pupils are drawn from and reflect the local community.

Our vision for COLPAI reflects a passionate commitment to offer a world class education based upon the highest expectations of ourselves and our pupils. This new school joins the family of already highly successful City of London schools and has been judged as Outstanding in all areas by Ofsted in December 2019.

The school is temporarily located on the third floor of Copenhagen Primary School, Treaty Street, London, N1 0WF.

Address
City of London Primary Academy Islington
15 Baltic Street West
London
EC1Y 0AE

Nearest station: Barbican underground.



Post: Lunchtime Supervisor x2

Accountable to: Head Teacher

Grade: 2 NJC Scale Points 3 - 4

Salary: £22,002 – £22,398 Full Time Equivalent

Actual Salary: £4,104 - £4,178 Pro-rata

Working Pattern: 7.5 hours per week (11:30am to 1pm daily), 39 Weeks per year

Disclosure level: Enhanced

How to complete the Application Form

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.

Section 5 is the most significant element of the application form. Using no more than two sides of A4, 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 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.

Please also include your surname and the title of the post you are applying to as the filename for the attachment.

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.

Please complete the application form by **9:00 am Friday 24th September 2021** on the TES portal. If posting an application, please ensure the correct postage is paid and that it is sent with enough time to be received before the closing date. City of London Academies Trust cannot be held responsible for postal issues or errors.