

City of London Academy Highbury Grove



Post: Instructor of Swimming

Grade: Inner London Unqualified Teacher Pay Scale, UQT 1 – 6 (£24,254 to £35,081 per annum)

Contract: Full time, Permanent appointment

Start date: September 2023

The City of London Academy Highbury Grove is looking for an exceptional Instructor of Swimming to join our highly skilled, successful and supportive PE Department. PE is a valued part of the core school curriculum for all students across all Key Stages and the appointment will enhance our students' experience of PE opportunities.

The academy has excellent facilities with a 20-meter swimming pool as well as plenty of outdoor areas, two indoor sports halls, fitness suite, dance studio and an athletics track. In addition to teaching swimming, all members of the department play a full part in running extracurricular clubs, coaching a main team each term and supervising and officiating at matches and competitions home and away.

The successful candidate must have the following qualifications:

- Level 2 Swimming Teacher (or equivalent)
- Adult and Child Water Activities
- Experience or qualifications to deliver other aquatic activities
- National Pool Lifeguard Qualification (NPLQ)

This is a fantastic opportunity to be part of the team to bring the Academy forward to achieving its ambition to be an Outstanding Academy. We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

We believe exceptional teachers create exceptional results; they transform lives and transform futures. They support every student to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society. We believe that exceptional teachers like you should be supported too, with all the opportunities you need to develop and achieve your goals.

The City of London Academies Trust (CoLAT) is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

If this role is of interest to you and you can contribute to our future success, an application pack is available on our website: www.highburygrove.colatrust.org.uk/staff-vacancies Completed forms should be emailed to hr@highburygrove.colatrust.org.uk

For more information visit: www.highburygrove.colatrust.org.uk

Closing date for applications is: 9.00am Friday 15 September 2023

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly recommended.

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, including enhanced DBS checks and a willingness to demonstrate commitment to the standards, which flows from City of London Academies Trust vision and values.

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 supports Equal Opportunities Employment.

City of London Academies Trust Company Registration No. 04504128.

Instructor of Swimming Job Description

Responsible to:	Curriculum Leader for PE
Disclosure level:	Enhanced

Job Purpose

The Instructor of Swimming will be expected to:

- To play a full part in running extra-curricular clubs, coaching a main team each term and supervising and officiating at matches and competitions home and away.
- To begin to prepare and teach an appropriately challenging and balanced programme of work as planned across the year group, suitable to the needs of each child. The programme of study is to be planned with the year group team in accordance with the academy's available schemes of work and with reference to national guidelines.
- To work towards providing a stimulating and attractive learning environment, including good quality displays.
- To begin to set targets, assess, record and report each child's progress, attainment and personal and social development using school procedures.
- To begin to make the best use of support staff and volunteers, planning and managing time and tasks effectively.
- To follow academy procedures when partaking in any outside visits.
- To work with the SENCO/Inclusion Coordinator to support all children appropriately, including those with Special Educational Needs.
- To begin to promote the well-being of individual pupils and the class by maintaining a well-organised, well-controlled and secure environment.
- To work towards supporting children's spiritual and moral development.
- To follow and support the academy's Behaviour Policy and to encourage positive attitudes and self-discipline in the children.
- To begin to foster good relationships and effective communication with parents; arranging consultations with parents, according to the academy programme.
- To begin to be responsible for their own safety and the safety of pupils and colleagues and to observe all Health and Safety procedures.
- To begin to participate in planning meetings and in staff meetings related to the curriculum, administration, organisation and pastoral arrangements.
- To be in school with sufficient time to prepare for the day's activities and to be punctual in supervising children's return to class.
- To begin to carry out some administrative duties relating to the class e.g. mark and complete the attendance register with care and follow up reasons for absences orally. Further follow up to be done by administrative staff.
- To be responsible for the safe and effective use and careful storage of all resources and to educate pupils in their responsibilities.
- To undertake playground duties and to supervise pupils carefully at all appropriate times.
- To show commitment to working in partnership with the City of London Academy Highbury Grove feeder primary schools, parents and all members of the school and wider community. To support academy events e.g. Sports Day and swimming galas.
- To begin to carry out professional duties as defined in the current School Teachers Pay and Conditions document and the Teacher Training Agency "National Standards for Qualified Teacher Status". The academy

aims to support its teachers in carrying out their responsibilities, in ensuring opportunities for appropriate professional development and in achieving an appropriate work/life balance.

- Work with the Middle and Senior Leadership Teams to secure the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, providing outstanding leadership that establishes the academy as a leading provider of high quality education for its students.
- Deliver the highest possible educational standards and create a high expectation culture in which students feel safe, valued and motivated to succeed.
- Assist the Middle and Senior Leadership Teams in the effective day-to-day organisation and management of the academy and contribute to the leadership capacity of the academy.
- Secure the achievement of specified Key Performance Indicators and targets for Swimming as identified in the Academy Strategic Plan.
- Help to manage standards of learning and behaviour in the PE department and wider academy on a day-to-day basis, ensuring high expectations and full commitment to achieving outstanding outcomes.
- Provide high quality swimming teaching, effective use of resources and high standards of learning and achievement for all students.
- Support the delivery of exceptionally high standards of numeracy and literacy across the academy.
- Be accountable for the attainment and progress in Swimming of designated groups at the academy.

Key Responsibilities

Be accountable to the CoLAT through the Senior Leadership Team, Governing Body and CEO for:

- The attainment and progress in Swimming of designated groups at the academy.
- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Advising and reporting to the Curriculum Leader as required.

Contribute (with the wider academy team) to:

- Developing the aspirations and self-belief of all students, thereby securing high quality outcomes for all.
- Developing strong productive relationships with a wide range of stakeholders to maintain a learning community that strives for personal growth.
- Effective self-evaluation of outcomes, practice and consequent planning for improvement for the academy.

Provide outstanding teaching and learning in Swimming through:

- Regularly using data to monitor and evaluate the progress and attainment of designated groups and individuals across all year groups in Swimming and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all academy policies.
- Maximising students' attainment in Swimming by liaising closely with other team members.
- Contributing to effective annual primary liaison with local feeder schools.

Contribute to the academy's leadership capacity through:

- Supporting other colleagues within the PE department.
- Helping to develop the work of the PE department, raising the level of attainment in Swimming in accordance with academy targets and expectations.
- Challenging underachievement at all levels and ensuring appropriate action is taken.
- Monitoring and identifying underachieving students from performance data.
- Promoting exemplary standards of conduct, ensuring a continuous and consistent focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Providing an approachable, authoritative and visible presence in and around the academy.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Performing other duties to be determined in discussion with the Curriculum Leader and the Senior Leadership Team including technical support within the department.

Strengthening Community

- Develop, implement and maintain effective strategies to promote engagement of the whole academy community. In particular to establish effective relationships with all parents/carers and promote their involvement in their children's learning and academy activities.
- Actively support the diversity of the academy's communities and students.

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.

Other Responsibilities

- 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 Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

Standards/Quality Assurance and Additional Responsibilities

- Fulfil a negotiated teaching commitment and be an excellent classroom practitioner.
- Uphold the academy's behaviour code and uniform regulations.
- Develop links with neighbouring schools/academies.
- Conduct detentions and duties as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend and participate in meetings, open evenings and student performances.
- Compile statistical returns as required.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Associated Duties

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken in the course of employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that professional duties are discharged effectively.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Parent Days, Consultation Weeks, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue:

Signature of postholder:

Signature of Chair of Governors:

City of London Academy Highbury Grove



Instructor of Swimming 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 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 policies.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Level 2 Swimming Teacher (or equivalent)	✓	
Adult and Child Water Activities	✓	
Experience or qualifications to deliver other aquatic activities	✓	
National Pool Lifeguard Qualification (NPLQ)	✓	
Evidence of continuing professional development		✓
Experience and Skills		
Demonstrable experience of improving student outcomes	✓	
Experience of having made a significant contribution to the success of an academy through its leadership, student outcomes and ethos		✓
Understanding of innovative approaches to teaching and learning	✓	
Understanding of the National Curriculum and OFSTED Framework		✓
Demonstrable experience of high quality teaching and learning	✓	
Experience as a form tutor and/or pastoral work		✓
Positive effective strategies for whole school behaviour management	✓	
Experience of optimising the attainment and progress of students	✓	
Ability to use data and ICT effectively to assess performance and raise achievement		✓
Experience of working with children with significant barriers to learning		✓

Experience of organising subject based activities		✓
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND		✓
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to achievement of department aims	✓	
Teaching and Learning		
Outstanding learning secured for students through outstanding teaching and a calm, orderly environment	✓	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
Vision and Values		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards		✓
Knowledge of the Academy Strategic Plan and KPIs and the role to be played by the PE department		✓
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	
Strong organisational skills	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
Relationships with Stakeholders		
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to inspire and secure strong relationships with other academy staff, families, trustees and other external relationships		✓
Work-Related Personal Qualities		
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	✓	