



# Information for Applicants



**The City Academy, Hackney**  
Values and Success

Library Assistant

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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



# The City Academy, Hackney

Values and Success

Homerton Row, London, E9 6EA  
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F: 020 8985 3908  
[admin@thecityacademy.org](mailto:admin@thecityacademy.org)  
[www.thecityacademy.org](http://www.thecityacademy.org)  
Principal: Anna Sarchet

Dear Candidate,

Thank you for expressing an interest in the post of Library Assistant at The City Academy, Hackney.

At The City Academy, Hackney, we are dedicated to providing all the students in our community with the best possible educational opportunities. We believe excellence is achieved through three key ingredients: clear structures, high expectations and strong relationships. Our outstanding curriculum is built around 'The City Experience' which places equal value on academic, creative, sporting, linguistic and personal development.

We pride ourselves on being a school which offers young people a warm and supportive environment, enabling them to meet our very high expectations. Our inspirational staff are skilled and committed and we are generously supported by The City of London Academies Trust. As a result of this, our students make exceptional progress.

We are looking for staff who are committed to working with students of all abilities, who constantly seek to learn and improve and who are ambitious for themselves as well as for their students. We expect hard work, skill and dedication, and in return will provide a supportive, flexible working environment, first class training opportunities and a comprehensive benefits package.

If you have the experience and passion to join our team and inspire the next generation, we look forward to hearing from you. Please apply via our website: <https://www.thecityacademyhackney.org/>

If you have any questions or would like to arrange a visit to the academy we are holding an open morning **on Monday 13 March at 9am**. Please contact our HR team at [hr@thecityacademy.org](mailto:hr@thecityacademy.org) to book a space. I look forward to reading your application.

Yours sincerely,

**Anna Sarchet**  
Principal



The City Academy, Hackney is sponsored by KPMG and the City of London Corporation.  
The City Academy, Hackney is a registered charitable company. Registered office: The City Academy, Hackney, Homerton Row, London, E9 6EA.

**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

The City Academy, Hackney was established in 2009, based on the highest expectations of academic achievement and personal development. Our students have achieved outstanding GCSE results and our second set of A-level results are excellent. All of our sixth form students have progressed to university or high-level apprenticeships.

Our mission is to develop highly qualified and skilled young adults who achieve to the best of their individual ability and embrace a desire for lifelong learning in their chosen path when they leave. We will fully equip our students to deal with the challenges of the 21st century by displaying the highest standards of professionalism and becoming ethical, active citizens fully committed to supporting their local and global community.

The City Academy, Hackney offers all students an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching, support and challenge. We achieve those standards by promoting a working environment which pioneers innovation, professional development and the highest

standards of teaching and support.

Address

The City Academy, Hackney  
Homerton Row,  
London,  
E9 6EA

The academy is located in the Borough of Hackney, East London – and is easily accessible via both the London Overground and numerous bus routes.

London Overground

The academy is a short walk from both Hackney Central and Homerton overground stations.

We are just six minutes from Stratford with connections to the Central and Jubilee lines, DLR and mainline services from Liverpool Street.

Bus routes

There are also a large number of buses that service the surrounding area:

to Homerton High Street – 394, 425 , 488

to Mare Street – 38, 48, 55, 106, 242, 253, 254, 394

## 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. 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, 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 email your application form to the email address provided in the advert. 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.