

CANDIDATE INFORMATION PACK



CITY OF LONDON
ACADEMY
S O U T H W A R K

Job Title: Head of Music

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 light blue horizontal line.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

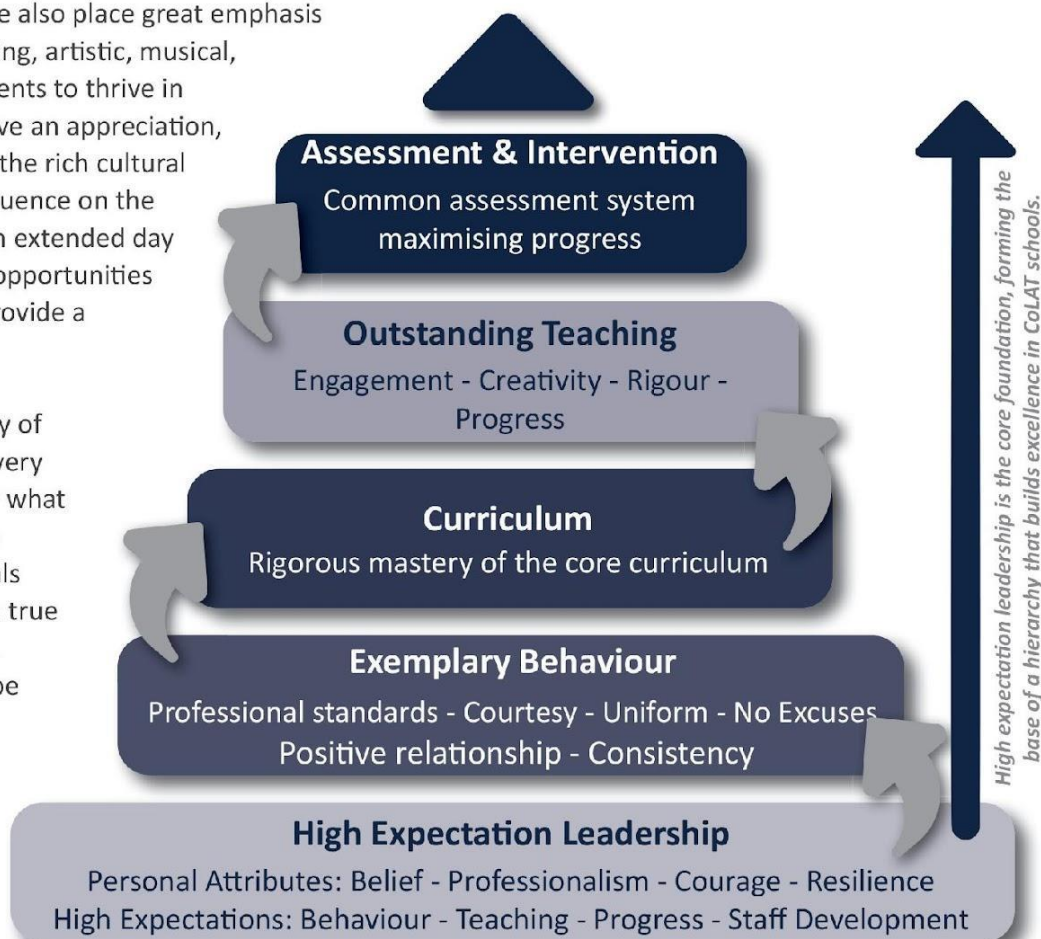
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

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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Principal's Welcome

The City of London Academy Southwark (CoLA-S), has been recognised as one of the most improved schools in the country at both GCSE and A-Level, and now sits in the top 20% for progress and attainment for both. In the five years from Summer 2019 to Summer 2024, A-Level A*-B outcomes have improved from 36% to 60%, a jump in ALPS progress scores from 7 to 3. At GCSE, the academy's progress score has improved by +0.97 to a P.8 in 2024 of 0.48. In this time, En/Ma 5+ outcomes have also improved from 36% to 63%. The academy is transforming the life chances of our students; but we're not done yet. In the summer of 2027, the academy's target is to be in the top 1% nationally for A-Level and GCSE outcomes.

How we've achieved this transformation is important to understand if you are considering working with us. Students thrive because we have instilled a nurturing, but highly academic and ambitious environment. The walls of the academy are adorned with the images of the most successful past students. On a termly basis, we celebrate the top academic performer alongside the most improved academic performer, in every year group, every term, in a whole school assembly. We live out the Trust-wide approach to running a 'Warm/Strict' school, with our own mantra of '**Good-Vibes/High-Expectations**'. Therefore, if you want to work in a positive, open and supportive environment to change young people's lives for the better, then look no further.

However, in order to flourish as a colleague at CoLA-S, you need to be prepared to work hard, embrace feedback, and live out our guiding value of **Integrity** on a daily basis. To us, *Integrity* means doing the right thing and owning your mistakes. Every half-term we anoint one student from the CoLA-S community our '*Integrity* winner'; the most highly prized accolade available to students. With it comes lunch with the Principal, the prestigious *Integrity* tie, and a life-time of respect. We expect our colleagues to live out this value to its fullest extent.

Our success has also been built upon rigorous planning. Our academic curriculums are built from threshold concepts specific to the subject discipline whilst the pastoral curriculum develops the whole child, enabling them to understand their role in a global world. This resonates with the academy's purpose; the **Exploration of Life**, as we know our students must leave CoLA-S fully abreast of the best of what has been thought, said and written from our collective humanity.

By joining CoLA-S you will become a part of the City of London family which includes over twenty other schools across the private and state sector as well as many guilds and organisations. We are sponsored by the City of London Corporation, an elected body that looks after the business district around St Paul's. Our relationship with the City fosters collaboration with exceptional educators across our affiliated schools.

The City of London Academy is well respected by the Bermondsey and Rotherhithe community. We are proud of what we have to offer and invite you to find out more. We would encourage you to contact the academy and see what is happening on the ground.

Michael Baxter, Principal



Job Description

Post: Head of Music

Accountable to: SLT Lead

Grade Scale Point Range: Main/Upper Pay Scale plus TLR2b

Working Pattern: Full Time, Permanent

Location: City of London Academy Southwark, 240 Lynton Road, SE1 5LA

Disclosure level: Enhanced

Responsible for: Music Department & Teachers within Department

Main Purpose

The post holder will be responsible for the management of the Music department at the City of London Academy, who will also provide strong leadership that results in a Music department which provides first class teaching and learning opportunities for pupils and staff. Through Instigating and developing an innovative approach to Music that will stimulate all pupils to achieve their potential.

The Head of Music will be expected to:

- 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 Music as identified in the Academy Strategic Plan.
- Help to manage standards of learning and behaviour in the Music department and wider academy on a day-to-day basis, ensuring high expectations and full commitment to achieving outstanding outcomes.
- Provide high quality Music teaching, effective use of resources and high standards of learning and achievement for all students.
- Support the delivery of exceptionally high standards of literacy and oracy across the academy.
- Be accountable for the attainment and progress in Music at the academy.
- Be prepared to support the overall aims of the academy by teaching a subject other than Music where reasonably required and by showing flexibility in approach as the academy expands.
- Aspire to create enrichment opportunities for students to study additional aspects of the subject beyond the core curriculum, in line with Music programmes that can be found in the Trust's most successful independent schools.



- Mentor and support colleagues including NQTs, GTPs and TF trainees encouraging their professional development.
- To work with the Head of Faculty to identify improvement priorities and coordinate the writing and monitoring of the Music department development plan.
- Identify changes or developments in view of National strategies, curriculum developments or needs of pupils.
- Manage the delegated budget for the Department to resource the curriculum. Delegate where appropriate to relevant staff.

Key Responsibilities

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

- The attainment and progress in Music 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 Assistant Principal as required.

Provide outstanding teaching and learning in Music through:

- Teaching Music to all age groups.
- Regularly using data to monitor and evaluate the progress and attainment of designated groups and individuals across all year groups in Music and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all academy policies.
- Maximising students' literacy, oracy and attainment in Music by liaising closely with other team members and departments such as the Faculty of Learning.
- Contributing to effective annual primary liaison and literacy projects with local feeder schools.
- Monitoring the setting and completing of homework for designated groups in Music.
- Being a form tutor and Personal Advise

Teaching Responsibilities

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach Music and at all key stages
- Plan to achieve progression in pupils learning in line with agreed expectations and targets.
- Set homework, mark and assess in line with Academy policies.
- Engage with academy-wide learning initiatives and ensure that this learning permeates departmental practice and policy.
- Ensure that high quality teaching and learning takes place in all your allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted and Talented, praise and track under achievement).
- Maintain a safe, purposeful, orderly classroom environment by employing a range of behaviour management strategies.
- Undertake specific duties within the team as agreed with your line manager.
- Attend and contribute positively to meetings and professional development activities.
- Promote and contribute where possible to the Academy's extra-curricular programme.



- Meet deadlines for reports, marking, submission of coursework and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as required by the Head of Faculty or examination boards.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 5 working days to written correspondence.
- Carry out the role of form tutor as required.
- Carry out the professional duties of a teacher including the statutory responsibilities for the safeguarding of students.

Contribute to the academy's leadership capacity through:

- Supporting other colleagues within the music department.
- Helping to develop the work of the music department, raising the level of attainment in music 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.
- Assist with patrol and supervision duties to ensure high standards of behaviour in the music department and around the academy site.
- 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.
- Collect, moderate and prepare coursework for submission to exam boards.
- 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.
- Ensure that subject teachers work to the agreed schemes of work.
- Performing other duties to be determined in discussion with the Subject Leader Music and the Senior Leadership Team.

Financial Responsibilities

- Setting an annual purchasing budget for resourcing the Music department appropriately and effectively.
- Monitoring actual spend against forecast.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions
- Advising the Head of Faculty of potential additional funding for the Arts and assisting with the bidding process.
- Exploring business opportunities to improve the resources of the Music department

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.



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	x	
Qualified teacher status	x	
Evidence of continuing professional development	x	
Experience, Skills and Knowledge		
Leadership experience, including managing both staff and students	x	
Proven ability to lead and to transfer enthusiasm and understanding of Music, and its application to students and departmental staff	x	
Expertise in developing staff; teaching methodology, practical skills, extending subject knowledge, relationship building		x
Demonstrable experience of improving student outcomes	x	
Experience of having made a significant contribution to the success of an academy through its student outcomes and ethos	x	
Demonstrable experience of high quality teaching and learning	x	
Experience as a form tutor and/or pastoral work		x
Positive effective strategies for behaviour management	X	
Experience of optimising the attainment and progress of students	x	
Ability to use data and ICT effectively to assess performance and raise achievement	x	
Experience of working with children with significant barriers to learning	X	



Experience of organising subject-based activities	x	
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND	x	
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims	x	
Teaching and Learning		
Outstanding learning secured for students through outstanding teaching and a calm, orderly environment	x	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	x	
Vision and Values		
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	x	
Knowledge of the Academy Strategic Plan and KPIs and the role to be played by the Music department		x
Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism	x	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	x	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	x	
Leadership		
Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction	x	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	x	
Strong organisational skills and the ability to delegate to others and hold them to account for outcomes	x	
Personal Qualities		
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards	x	
Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	x	
Evidence of commitment to and understanding of collective responsibility	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	
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	x	

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Head of Music

Vacancy Description: Full time, permanent

Vacancy Location: City of London Academy Southwark

Vacancy Closing Date: 10am, Wednesday 23rd of April

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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