



Leeds City Academy
Aspire Together - Achieve Together



APPLICATION PACK

ROLE: Cover Supervisor

START DATE: September 2021

SALARY: C1.22 - .25 £22,183 - £24,491 pro rata

(actual £19,037 - £21,018)

HOURS: 37 hpw/39 working weeks per year

(term time only + 5 days)

Leeds City Academy

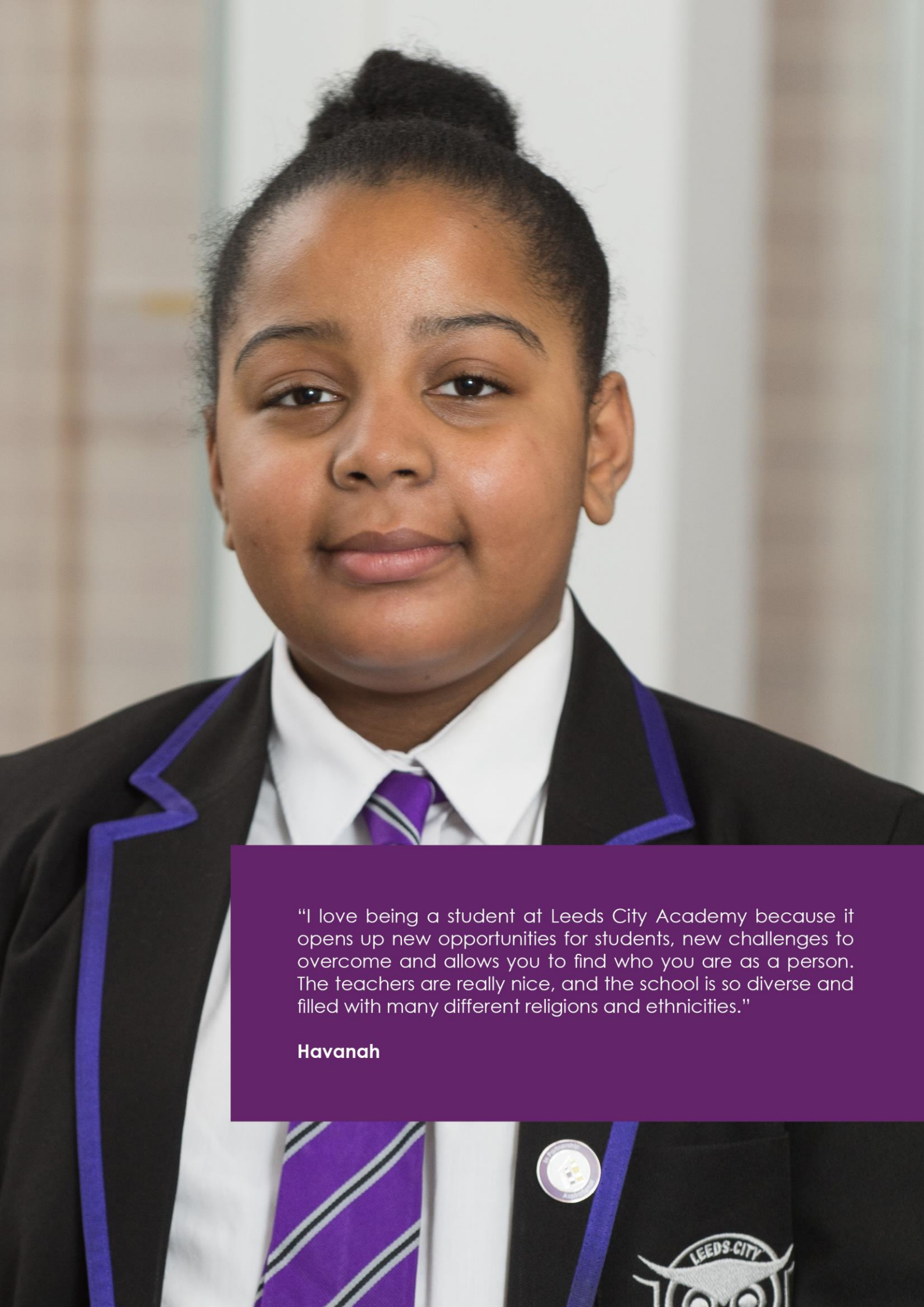
Bedford Field,
Woodhouse Cliff,
Leeds, LS6 2LG

Telephone:

0113 284 4260

Email:

recruitment@whiteroseacademies.org



"I love being a student at Leeds City Academy because it opens up new opportunities for students, new challenges to overcome and allows you to find who you are as a person. The teachers are really nice, and the school is so diverse and filled with many different religions and ethnicities."

Havanah





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MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the Trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when Mill Field Primary School joined our Trust as a sponsored academy. Already, this truly community-focused Primary Academy has enriched our Trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our Trust and the wider Luminate Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,
- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed Mill Field Primary Academy in late 2020, our first primary school to join our Trust.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The Trust strives daily to empower its Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our Trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our Trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST “WE SAID WE DID”



Yours sincerely,



Mr Andrew Whitaker
CEO, White Rose Academies Trust
Deputy CEO Teaching and Learning,
Luminate Education Group



Yours sincerely,



Mr Christian Wilcocks
Executive Principal
White Rose Academies Trust

MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds City Academy, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Leeds City Academy, our students and our continued journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

We have established a unique, positive and transformative 'In Partnership' culture at Leeds City Academy which truly sets our school apart from others. This culture is founded and built upon six key values that each drive and permeate everything we do, how we behave, our relationships and all strategic decisions. Our 'In Partnership' values are affectionately referred to as the DNA of Leeds City Academy and this is something our wonderful students, staff, parents and community are immensely proud of. We strongly believe that our vision and strong culture will help us not only transform the lives of our young people but transform the local communities which we so passionately serve.



The academy has enjoyed an impressive period of transformation across the last four years and was judged as 'Good' overall by OFSTED in April 2019, securing an 'Outstanding' judgement for the quality of Leadership and Management. The quality of education and teaching is very strong, student behaviour is extremely impressive, and the support provided for students is unrivalled. Results continue to rapidly improve and this year saw our students secure the best results in the school's history.

We continue this journey of transformation and are determined to provide an exceptional quality of education and culture for all students at Leeds City Academy, with the ambition that all students excel both academically and as aspirational and inspirational young people. There is no better time to join Leeds City Academy, as a colleague, a leader or as a student.

Leeds City Academy is a unique and very special place to work. Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. As a key member of the White Rose Academies Trust and ground-breaking Luminate Education Group, all professionals benefit from exceptional CPD like no other in the City. A broad, varied and highly personalised package is well-established, driven by the latest educational research, focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us.

Our academy is an extremely unique and amazing inner-city school, situated in the Woodhouse area of Leeds. The student body has nearly doubled in size over the last three years and now boasts just over 800 students in attendance. There is a vibrant, rich and amazing culture in the academy, characterised by the over forty different countries and first languages represented by our inspirational student body. Students and staff are incredibly proud of their academy and determined to work 'In Partnership' to secure further improvements and achievements.

We benefit from increasingly impressive facilities. The last twelve months have seen significant investment in a comprehensive building and refurbishment programme, resulting in a range of new specialist classrooms, learning and office spaces, new dining facilities, updated sports accommodation and changing rooms. This improvement programme will continue over the next twelve months, leading to improved specialist teaching spaces and the transformation of our outside space so that students can enjoy physical activity, relax and socialise with their friends in an amazing and inspirational environment.

So, now it's over to you...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Are you keen to learn, develop and work 'In Partnership' with colleagues, students, parents and the community?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,



Mr Richard Chattoe
Principal

JOB DESCRIPTION

Academy: Leeds City Academy

Job Title: Cover Supervisor

Grade: C1.22 - .25 £22,183 - £24,491 pro rata (actual £19,037 - £21,018)

Hours: 37 Hours

Accountable to: Assistant Principal

Role:

To provide cover for the short-term absence of teaching staff and support teams in other areas such as the development resources.

Purpose of job:

To contribute to the key objective of the academy development plan to raise standards of achievement.

You may be deployed in other White Rose Academies Trust locations within a reasonable distance from your main place of work from time to time; you will be compensated for your additional travel costs.

General Duties and Responsibilities:

- To provide cover supervision for the short-term absence of teachers
- To use specialist skills/training/experience to support students' learning
- To establish productive working relationships with students, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all students within the classroom
- To support students consistently whilst recognising and responding to their individual needs
- To encourage students to interact and work co-operatively with others and engage all students in activities
- To promote independence and employ strategies to recognise and reward achievement of self-reliance
- To provide feedback to students in relation to progress and achievement
- To establish an appropriate learning environment in lessons
- To work with the teacher in lesson planning, evaluating, and adjusting lesson/work plans as appropriate

- To monitor and evaluate student responses to learning activities within a supervised lesson
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress, and other matters, ensuring the availability of appropriate evidence
- To be responsible for keeping and updating academy records contributing to reviews of systems/records as requested
- To undertake the marking of students' work, which has predetermined answers and involves no element of professional judgement or assessment and to accurately record achievement/progress
- To promote the Academy In Partnership values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To administer and mark routine tests which have predetermined answers and involve no element of professional judgement or assessment
- To carry out invigilation of internal and external examinations
- To provide general administrative support, administer coursework, produce worksheets for agreed activities as appropriate
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs
- To support the use of ICT in learning activities and develop students' competence and independence in its use
- To help students to access learning activities through specialist support
- To be part of the Academy's lunchtime supervision and daily duty team
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To recognise own strengths and areas of expertise and use these to advise and support others
- To supervise students on visits, trips and outside of Academy hours learning activities as required, which fall within the remit and hours of the post
- Any other duties commensurate with the post

Equal Opportunities:

- To promote equal opportunities in education in order that all students and young people and families will gain optimum benefit from the service provided at Leeds City Academy.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

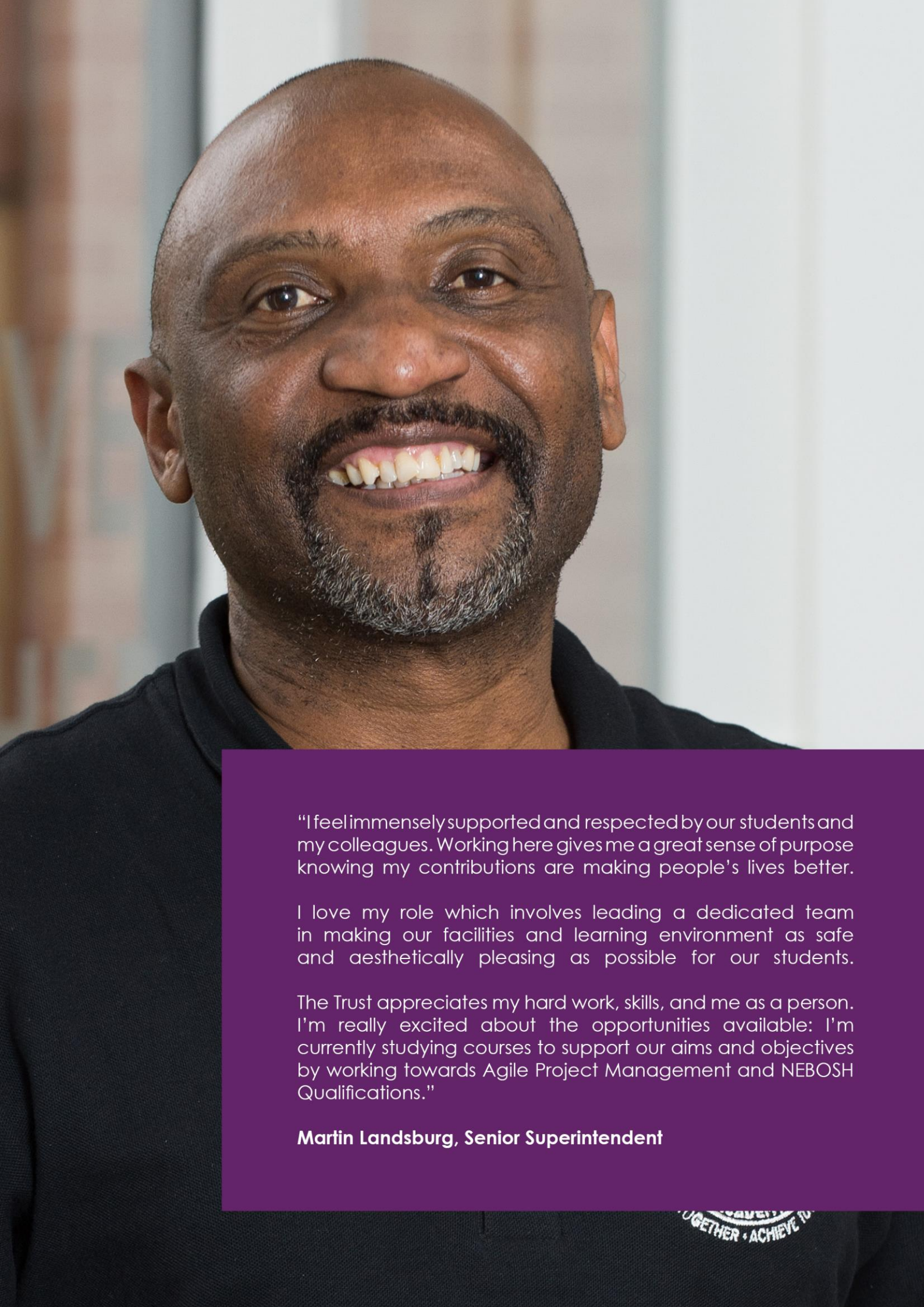
All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of the White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed	R Chattoe	Dated	February 2021
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"I feel immensely supported and respected by our students and my colleagues. Working here gives me a great sense of purpose knowing my contributions are making people's lives better.

I love my role which involves leading a dedicated team in making our facilities and learning environment as safe and aesthetically pleasing as possible for our students.

The Trust appreciates my hard work, skills, and me as a person. I'm really excited about the opportunities available: I'm currently studying courses to support our aims and objectives by working towards Agile Project Management and NEBOSH Qualifications."

Martin Landsburg, Senior Superintendent

PERSON SPECIFICATION

Academy: Leeds City Academy

Job Title: Assistant Principal

You should be able to demonstrate that you meet the following criteria:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test / Exercise

P = Presentation

I = Interview

R = References

	QUALIFICATIONS	
D	NVQ or equivalent/relevant experience	A/I
E	Good Numeracy/literacy skills (GCSE A-C English and Maths)	A/I
D	Experience as a teacher, teaching assistant or cover supervisor	A/I

	SKILLS AND ABILITIES & PERSONAL SKILLS (E.g. Written communication skills, dealing with the public)	
E	Ability to take responsibility and work with autonomy within set boundaries	A/I/R
E	Strong interpersonal skills and ability to communicate effectively with children and adults	A/I/R
E	Good organisation and personal management skills	A/I/R
E	Ability to work successfully with students with challenging behaviour	A/I/R
E	Ability to relate well to children and adults	A/I/R
E	Ability to use ICT for recording, monitoring and reporting	A/I/R

E	Ability to provide a safe environment to ensure the physical and psychological safety of the students	A/I/R
E	An ability to respect sensitive and confidential work	A/I/R

	KNOWLEDGE AND UNDERSTANDING	
E	Understanding of children's emotional and educational needs	A/I/R
E	Strong commitment to equality of opportunity for all	A/I/R
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A/I/R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A/I/R

	TRAINING	
E	Willingness to undertake further professional training as appropriate	A/I/R

	QUALITIES AND ATTRIBUTES	
E	Willing to carry out all duties having regard to an employee's responsibility under the WRA Trust Health and Safety Policies	A/I/R
E	Strong commitment to equality of opportunity for all	A/I/R
E	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	A/I/R
E	High level of motivation and commitment	A/I/R
E	Commitment to own personal development and learning	



"Choosing to work in education turned out to be the best career move I ever made. Since working here I have progressed in my career and gained many new skills.

The most important people in the academy are our students. I know my role has a positive impact on them as I ensure they're able to have the materials to facilitate their learning.

The academy culture here is inspiring. It is a pleasure to come to work every day and to feel that I am helping to make a difference alongside my colleagues."

Adele White, Finance Officer

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. *Late applications will not be considered.*

Timetable for the selection process

- Closing date for applications: **12 noon, 01.03.21**
- Shortlisting: **01.03.21**
- Interview Date: **09.03.21**
- Start Date: **September 2021**

If you have not been contacted within the timescales outlined above, we regret that you have not been offered an interview on this occasion. Due to the large amount of applications received for each advertised post, it is not possible for feedback to be provided at this stage.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.



"I work closely with our students and their families to understand the barriers they face and provide support to overcome these. Through doing this, I have worked with some truly inspiring young people who, with the right support and guidance, are able to achieve their true potential.

It is a pleasure to work with such supportive staff who have the students' best interests at the heart of everything that they do. Working together as a team like this enables me to continually provide a wrap-around approach to supporting our students and their families."

Daniel Khan, Attendance Leader

MEET THE TEAM



ASSOCIATE STAFF

We have a brilliant team of associate staff who strive to continuously improve our academy and support our curriculum leaders and teaching staff. The one thing that unites them is the drive to help our young people to develop.

Our associate team members cover many important operational aspects of the academy from finance to site maintenance, IT to catering and more. Our team enable our teaching and curriculum staff to focus on doing what they do best, which ensures that we are all able to create the most inspiring teaching and learning experience.

We welcome highly motivated people who want to make a difference and contribute to continuous improvement.



"While working at Leeds City Academy I have been able to gain valuable knowledge and experience which has led me to becoming Academic Achievement Leader.

I have been able to continue with CPD within school but also my own professional development, which is encouraged to ensure we are all outstanding professionals. I believe it is one of the fundamentals of working within an establishment, as we need to develop and evolve using educational research to keep up to date with new ideas and techniques.

I feel like I have had the opportunity to grow, not just as a teacher but as a person."

Frankie Sharpe, Academic Achievement

IN PARTNERSHIP



Working 'In Partnership' to secure the aspirations and ambitions of all young people.

The phrase working 'In Partnership' is a central reference point for everything we do at Leeds City Academy and has become affectionately referred to as Leeds City Academy's DNA.

It is our absolute belief that the forging of an incredibly strong partnership and a shared focus on a set of core values between staff, students, parents and the local community will secure and sustain not only the very highest academic standards for all young people, but will also support, nurture and guide our students to become simply amazing young people who are able to shape their own lives, the lives of their families and help the transformation of their local communities.

Our six core values are promoted, celebrated, and used as a constant reference point throughout the academy, ensuring all staff and students understand their value and influence on their day to day lives, decisions and behaviours. Each value aligns to our Positive Behaviour system ensuring students receive appropriate rewards, restorative practice and sanctions.

All visitors comment about the exceptional culture that can be seen, heard, and felt when they visit Leeds City Academy. They note the impressive, positive, and respectful working relationship existing between students, staff and visitors.

If you would like to find out more about our 'In Partnership' culture, you can call or visit the academy to arrange a meeting and enjoy a tour with a member of our Senior Leadership Team and Student Ambassadors.



Caring



Resilient



Aspirational



Professional



Respectful



Tolerant



"I have recently joined LCA and this is my first role within a academy environment. I have been overwhelmed by how my colleagues have welcomed and supported me.

Everyone is extremely friendly, and I have quickly been made to feel part of the team.

The culture here is positive and inspiring. It is a pleasure to come into work every day and to feel that I am helping to make a difference alongside my colleagues."

Rachael Salmon, Principal's PA

STAFF BENEFITS

A HAPPY WORKFORCE IS A PRODUCTIVE ONE.

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary Trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a new trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Staff are entitled to discounted meals at over 6,000 restaurants worldwide including 50% off and 2-4-1 deals, home hub discounts including up to 27% off movie rentals, discounted cinema, days out and attractions, theatre tickets, and hotels and resorts worldwide, as well as retail discounts off gym memberships, retail and online stores, all with the Tastecard+ membership.



Discounted monthly bus ticket, Automatic mobile ticket renewal, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



The Trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pension Scheme (LGPS) is a Statutory Scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



"I was a student at the academy many years ago, so it is incredible to return in my role as Safeguarding Officer and witness the high standards that the academy has reached.

From my experience of working in several school settings across Leeds, I am proud to say that LCA and the Trust stands head and shoulders above the rest in terms of leadership and opportunities for staff.

Within a year of starting with Leeds City Academy I have attended over seven training courses to enhance my personal development and been encouraged to push my personal boundaries further towards NQT status."

Wayne Niles, Safeguarding Officer



STAFF WELLBEING

The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes and protects the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our colleagues is a priority for the Trust. Therefore, we make every effort to address and meet our employees' health and wellbeing needs.



COLLEAGUE
RECOGNITION SCHEME

Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. Leeds City Academy have a staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



WELLBEING WEDNESDAYS

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



MATERNITY SUPPORT
GROUP

This group is made up of colleagues across the Trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the Trust, during this exciting, yet possibly isolating, time.



YORKSHIRE
FITNESS
COACH

All staff have access to an exercise programme with the Yorkshire Fitness Coach, this includes three virtual body weight fitness classes a week. These classes take place on Zoom and are also recorded for those staff who cannot make the live sessions.



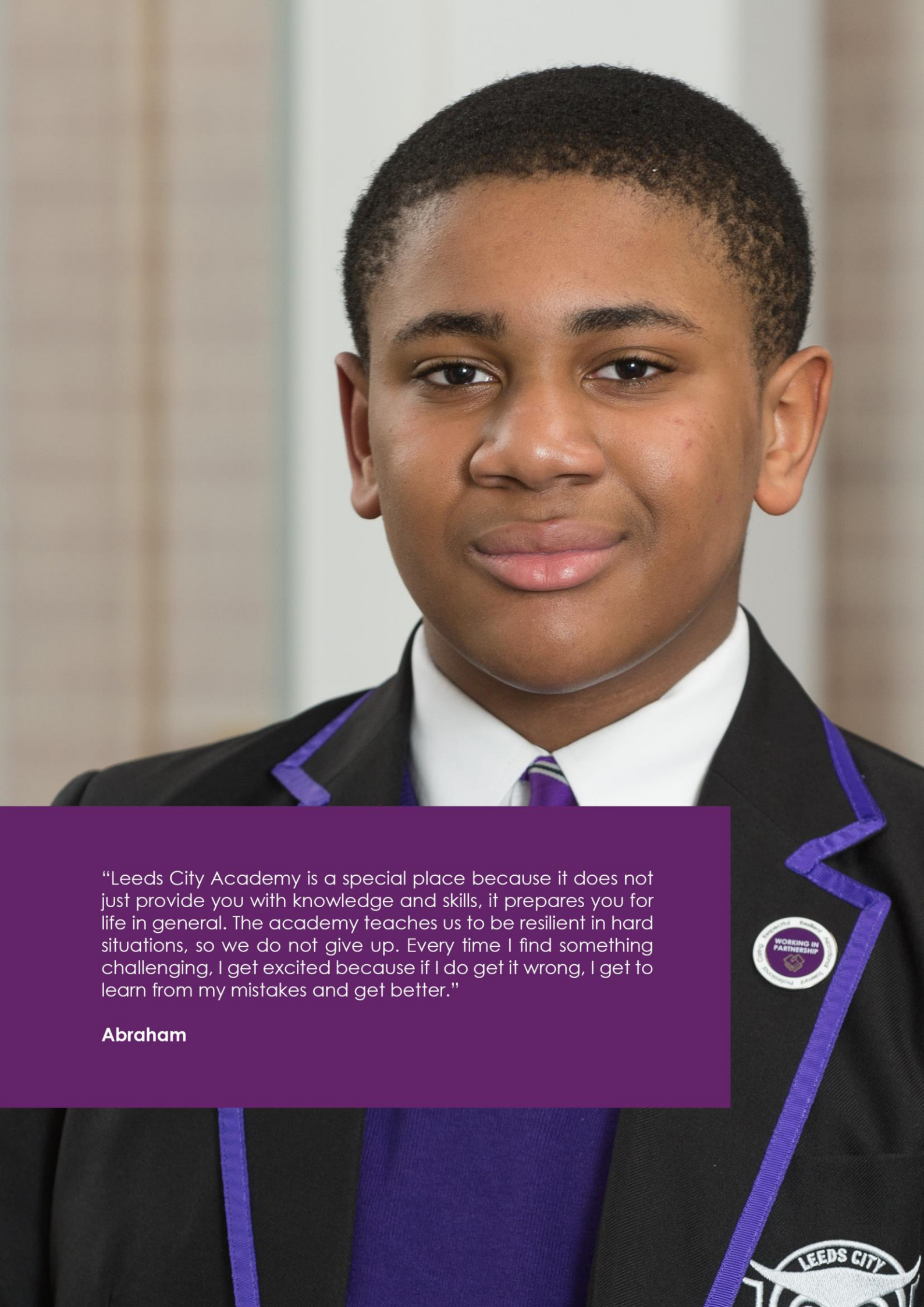
YOGA CLASSES

All staff have access to a virtual gentle Yoga class every Tuesday evening.



Nuffield
Health

Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (where possible).



"Leeds City Academy is a special place because it does not just provide you with knowledge and skills, it prepares you for life in general. The academy teaches us to be resilient in hard situations, so we do not give up. Every time I find something challenging, I get excited because if I do get it wrong, I get to learn from my mistakes and get better."

Abraham

MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious Trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Mill Field Primary Academy, to the Trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the Trust.

Board of Directors

OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS **DEFINED** **THROUGH THE WORK** **OF ALL OUR STAFF EVERY** **DAY.**

The White Rose Academies Trust is part of Luminate Education Group. Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Mill Field Primary Academy) provide education to almost 4,000 4-16 year olds in Leeds, have over 550 staff and an annual turnover of £23 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is the largest education provider in the Yorkshire region, with over 30,000 students and 2,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all.



WHITE ROSE ACADEMIES

"Our ambition is excellence.
Every child, every teacher,
everyone; outstanding."



**LEEDS CITY
COLLEGE**

Sponsored by

The White Rose Academies Trust is a
member of Luminare Education Group

luminare
EDUCATION GROUP