

City of London Academy Highbury Grove

Post: Curriculum Leader for Modern Foreign Languages

Working Pattern: Full time

Grade: Inner London Pay Scale + TLR 1b £12,039 per annum

Start date: September 2025



About Us

City of London Academies Trust believes strongly in the transformational nature of education operating schools in areas of significant disadvantage. We understand that strong outcomes lead to improved life chances for our students, so we are unashamedly academic and unapologetically results driven. Each of our schools adopt a 'warm/strict' approach, combining high expectations with care and support. Our level of care means we never compromise on standards or expectations, ensuring that no student's background becomes a reason for lowering the bar. Our schools maintain exemplary standards of behaviour, with systems, rituals and norms that instil strong habits. As a result, our schools provide an environment where our teachers can teach, and students can learn without disruption. We take great pride in fostering an exceptionally positive learning environment and we work meticulously to maintain our strong ethos and culture.

COLAT is driven by an unwavering ambition to be the best. We believe exceptional leaders and teachers create outstanding schools, transforming lives and shaping the future of every student. We have academies located in north, south and east London, and we combine the heritage and tradition of the Corporation of London with a genuinely innovative, enterprising, and entrepreneurial ethos. We are also committed to providing training and development to all our staff, plus excellent career advancement opportunities within our evolving Trust.

About you

You will be fully aligned with our approach, understanding the critical role you play in shaping a behavioural and learning culture within our school. You will be adept at using direct instruction pedagogy and delivering a well sequenced, knowledge rich curriculum. Dynamic, inspiring and highly effective, you will strive to surpass what has been achieved. You will be committed to creating an environment that promotes academic, creative, sporting, linguistic and personal achievement.

This is an exciting time to be part of the City of London Academies Trust, and we very much hope that you will be inspired to want to join us. We are committed to investing in the next generation of COLAT people who will embody the Trust's culture, values and ethos.

Our Academy

We have created an excellent academy with high levels of achievement and self-discipline, and a curriculum designed to help students achieve the best personal and academic standards. We offer an exceptional educational experience with unique opportunities for students to thrive. Our school is especially renowned for its outstanding music provision and partnership with the Music in Secondary Schools' Trust. Our light and spacious building provides dedicated facilities and we are able to offer expert tuition, and partnerships with leading music institutions. This programme enables all students in Key Stage 3 to develop their talents, participate in performances, and grow their confidence through creative expression.

Our sixth form consortium arrangement with City of London Academy Islington allows staff to teach A level and vocational courses to students from both schools and also ensures that breadth and depth is offered at Key Stage 5.

In our academy, we expect students to work hard and to show dedication and commitment to their education. There are clear boundaries and rules which students must adhere to at all times. They must exhibit exemplary character and conduct and demonstrate respect, kindness and politeness towards each other and the adults. In return, we provide them with an excellent education both in terms of examination success and personal development helping them develop the skills and values they will need to be successful in later life.

We look for ambitious and culturally aligned staff who are enthusiastic, hardworking, conscientious and energetic individuals. Our people want to work with students to ensure that, regardless of their background and circumstances, they achieve to the best of their ability. In return, we offer a calm, orderly and respectful environment. We also offer a range of staff benefits and development opportunities which support your professional and career development. You are able to learn from some of the best and most able practitioners in the country. There is a far-reaching commitment to ensuring that all our staff are given the access to excellent development and induction programmes. There is also a clear imperative, driven by senior staff, to minimise bureaucracy and maximise impact, which to date has been hugely welcomed by staff and produced outstanding results for our students.

We are looking to recruit a dynamic, skilled and creative **Curriculum Leader** who is passionate about Modern Foreign Languages education. With responsibility for managing the Modern Foreign Languages team you will need strong leadership and interpersonal skills that promote high quality teaching. You will be responsible for the development and management of this forward thinking department.

We are looking for a Curriculum Leader who will embrace our drive to ensure that Modern Foreign Languages is at the core of our curriculum and has students' progress at the forefront of their teaching. 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 are committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

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.colta.org.uk/staff-vacancies Completed forms should be emailed to hr@highburygrove.colta.org.uk

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

Closing date for applications is: 9.00am Friday 25 April 2025

Interviews will take place during week commencing 28 April 2025

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.

Curriculum Leader for Modern Foreign Languages Job Description

Responsible to:	Vice Principal/Assistant Principal
Disclosure level:	Enhanced

Job Purpose

The Curriculum Leader – Modern Foreign Languages will be expected to:

- Work with the Senior Leadership Team 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 Senior Leadership Team 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 Modern Foreign Languages as identified in the Academy Strategic Plan.
- Manage standards of learning and behaviour in the department on a day-to-day basis ensuring staff are supported, have high expectations and are fully committed to their students achieving outstanding outcomes.
- Provide high quality professional leadership and management for Modern Foreign Languages teachers to support high quality 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 Modern Foreign Languages of all students at the academy.
- Be prepared to support the overall aims of the academy by teaching a subject other than Modern Foreign Languages where reasonably required and by showing flexibility in approach as the academy expands.
- Be prepared to occupy a one year temporary position on the Senior Leadership Team, on rotation or by appointment.
- Aspire to create enrichment opportunities for students to perform at local and national level, in line with language programmes and facilities that can be found in the Trust's most successful independent schools.

Key Responsibilities

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

- The attainment and progress in Modern Foreign Languages of all students 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 Senior Leadership Team as required.

Contribute (with the academy Senior Leadership 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.

Lead teaching and learning in Modern Foreign Languages through:

- Teaching Modern Foreign Languages to all age groups, in particular the most difficult and crucial exam classes.

- Regularly using data to monitor and evaluate the progress and attainment of groups and individuals across all year groups in Modern Foreign Languages and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all academy policies.
- Maximising students' progress and attainment in Modern Foreign Languages by liaising closely with the Senior Leadership Team, other Curriculum Leaders and teachers and the Faculty of Learning.
- Liaising with local feeder schools to ensure smooth transition of skills and content from KS2-3.
- Monitoring the setting and completing of homework in Modern Foreign Languages.
- Being a form tutor and Personal Adviser.

Fulfil leadership and management responsibility through:

- Line managing, performance managing and coaching staff within the Modern Foreign Languages department.
- Developing the work of the Modern Foreign Languages department, raising the level of attainment in Modern Foreign Languages in accordance with academy targets and expectations.
- Challenging underachievement and underperformance of students and staff at all levels and ensuring appropriate action is taken.
- Monitoring and identifying underachieving students from performance data.
- Visiting lessons regularly to ensure the quality of teaching and learning in Modern Foreign Languages is closely monitored.
- Patrolling corridors regularly to ensure high standards of behaviour in the Modern Foreign Languages 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.
- 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.
- Fulfilling a strategic leadership role as part of the academy Middle Leadership Team, contributing to the development of the academy and its policies.
- Performing other duties to be determined in discussion with the Senior Leadership Team.

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 governors, LEAs and neighbouring schools/academies.
- Conduct assemblies, detentions and duties as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional Modern Foreign Languages standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.

- Lead, 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.

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.

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:

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	✓	
Qualified teacher status	✓	
Evidence of continuing professional development	✓	
Experience and Skills		
Leadership experience, including managing staff and students		✓
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		✓
Experience of effective quality improvement within a school environment		✓
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 supporting staff to optimise 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	✓	
Ability to organise whole school/year 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 professional development of staff, achievement of faculty aims,	✓	

and to the efficient running of the faculty		
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 Strategy		
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 the role to be played by the Curriculum Leader for Modern Foreign Languages	✓	
Leadership		
Resilience and motivation to lead the academy through day-to-day challenges while maintaining a clear strategic vision and direction	✓	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	✓	
Strong organisational skills and the ability to delegate to others and hold them to account for outcomes	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
Leading 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 to leadership 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	✓	