



# Information for Applicants



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

Faculty Admin Assistant – Behaviour and Learning

**Content:**

<b>CEO's letter</b>	<b>Page 3</b>
<b>Principal's Letter</b>	<b>Page 4</b>
<b>About us</b>	<b>Page 5</b>
<b>How to complete the application</b>	<b>Page 7</b>
<b>Job Description</b>	<b>Page 8</b>
<b>Person Specification</b>	<b>Page 10</b>



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  
T: 020 8525 5440  
F: 020 8985 3908  
[admin@thecityacademy.org](mailto:admin@thecityacademy.org)  
[www.thecityacademy.org](http://www.thecityacademy.org)  
Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of **Faculty Admin Assistant – Behaviour and Learning** at The City Academy, Hackney. This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

**Anna Sarchet**  
Principal

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

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.

# City of London Academies Trust



## Job Description Template

---

**Post:** Faculty Admin Assistant – Behaviour and Learning

**Accountable to:** Behaviour Manager

**Grade/Range:** Local Government Pay Scale, Scale 3 Point 5-6

**Salary:** £26,193-£26,625 pro rata (Actual salary £11,075 - £11,258 per annum)

**Working Pattern:** 17.5 hours per week, Term time only (39 weeks)

**Location:** Hackney

**Disclosure level:** Enhanced

**Responsible for:** Behaviour Administration

### Main Purpose

- To provide administrative support to the Director of Learning, Head of Learning and the Pastoral Team in administrative, display and student support functions, including all aspects of Behaviour and Learning.
- To assist in the provision of an efficient and effective administrative, clerical and student support function for the Academy including the maintenance of effective administrative systems.

---

### Key Accountabilities

#### Administrative Support to Behaviour Mentor and Pastoral Team

To ensure that the Director of Behaviour and the Pastoral Team are supported with administrative duties to ensure focus remains on delivering high quality behavioural support. This will include providing the following administrative and student support services to an identified subject area (or areas):

- Communication with parents via e-mail, phone and letter.
- Managing resources including filing, copying, ordering, storage and recording of stock – scanning relevant information.
- Supporting display by designing, mounting and refreshing displays.
- Word processing including taking and distributing minutes from meetings.
- Managing and collating data - producing SIMS reports as required.
- To monitor, create and manage reports of detentions from SIMS.
- To regularly update the exclusion trackers and SIMS with behaviour events.

#### General Administration and Maintenance of Pupil information

- To bring about continuous and effective delivery of service to staff relating to Behaviour and Learning.
- Collating of documents to be sent to parents, governors, pastoral team etc. and distributing them as appropriate.
- Helping ensure relevant data is circulated to staff areas – Pastoral Team.
- Providing assistance with the school main database – SIMS.

- To maintain a high degree of confidentiality with regards to staff and student issues.
- To establish constructive relationships with parents and carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- To create behaviour information to support the pastoral team – E.g. B-List/House mail.

#### Other Responsibilities

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Uphold the academy's behaviour code and uniform regulations.
- Attend team and staff meetings.
- Supporting students, working one to one with students.
- Undertake other reasonable duties commensurate with the post.

#### 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.
- 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.
- Adopting Customer Care and Quality 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.

#### **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.

# City of London Academies Trust



## 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
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
<b>Experience, Skills and Knowledge</b>		
Ability to provide high-quality outcomes	✓	
Able to provide high-quality administrative support	✓	
Experience of using SIMS or similar database	✓	
Experience of dealing with the general public	✓	
Experience of dealing effectively with parents, staff and students		✓
Experience of setting up, maintaining and running a range of administrative systems	✓	
General School office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time	✓	
Awareness of various strategies that can be used to manage behavioural issues with young people	✓	
<b>Personal Qualities</b>		
Ability to problem solve	✓	
Attention to detail	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to work well as part of a team	✓	
Ability to contribute towards strategic thinking about behaviour systems	✓	
Ability to use ICT effectively	✓	
Ability to use databases, including accurate input and maintenance	✓	
Ability to take messages and follow up where necessary	✓	
Commitment to personal career development	✓	
<b>Other</b>		

Safeguarding and Child protection policies and procedures	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	
Awareness of various strategies that can be used to manage behavioural issues with young people	✓	