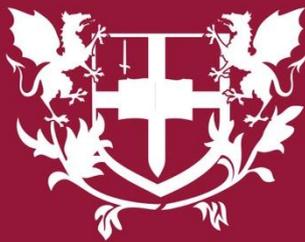


# CANDIDATE INFORMATION PACK



CITY OF LONDON ACADEMY  
**ISLINGTON**  
WHERE STUDENTS SUCCEED

**Curriculum Leader of Modern Foreign Languages (MFL)**

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

# CITY OF LONDON ACADEMY ISLINGTON

## 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 white background.

**Mark Emmerson**  
**Chief Executive Officer**

## WHO WE ARE

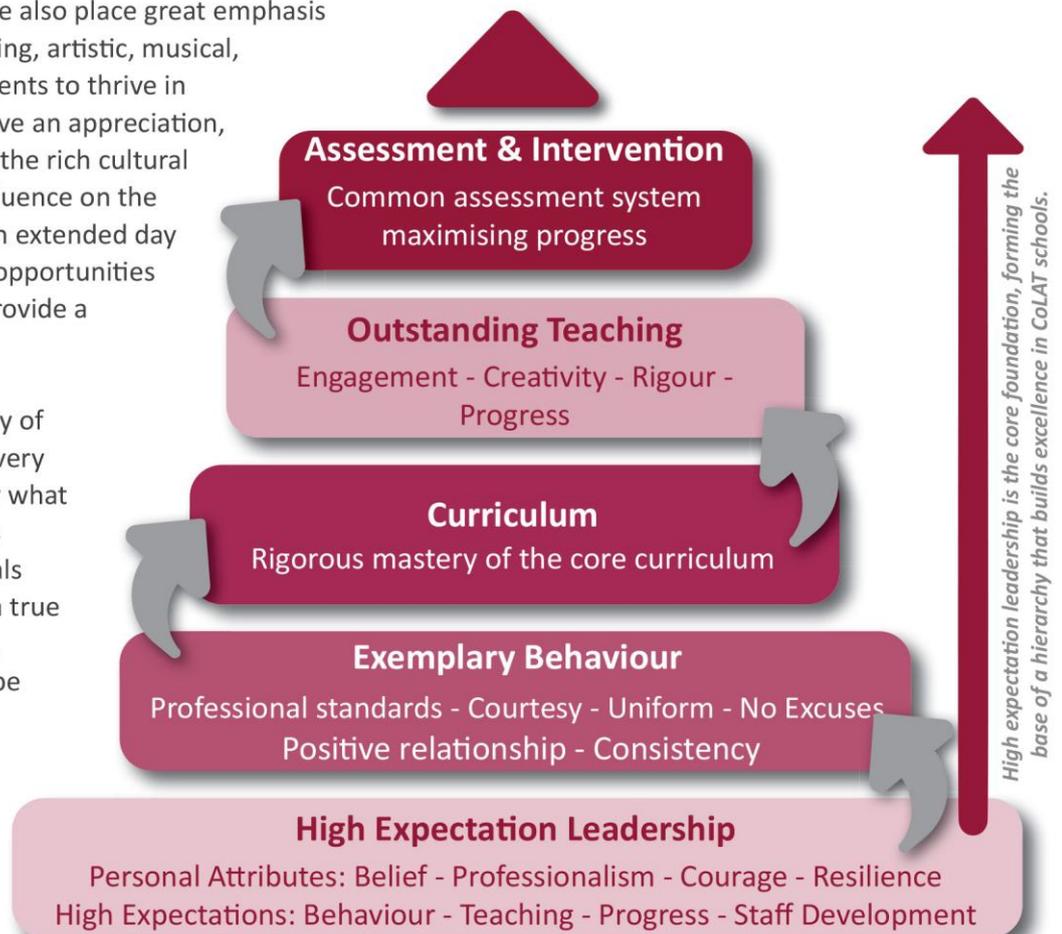
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

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**

## Principal's Welcome

City of London Academy Islington is a dynamic and ambitious school that serves a truly diverse student body in the heart of Islington, minutes away from Essex Road, Upper Street and Angel. As a mixed, non-selective, and non-denominational secondary school and sixth form, we focus on delivering an exceptional education aimed at improving the life chances of our students.

The Academy's mission centres around academic excellence, underpinned by our core values of respect, responsibility, and integrity. Alongside a strong academic foundation, In addition to providing an outstanding academic experience to our students, we offer an impressive range of enrichment opportunities designed to extend and enhance students' learning and develop their cultural capital. We hope that all students will graduate from the Academy with excellent qualifications, but also having developed a broad range of passions, interests and skills that extend beyond the confines of the formal curriculum.



Adopting a "warm-strict" approach, routines and systems are in place to support excellent behaviour, built on high expectations for all students. The Academy is dedicated to developing staff, offering a comprehensive continuing professional development (CPD) programme, and the support of an experienced Senior Leadership Team that seeks to maximise staff impact while reducing any unnecessary administrative burden. City of London Academy Islington is part of the City of London Academies Trust, which presents a wealth of opportunities for career progression.

We are actively seeking dedicated and inspirational staff members who are passionate about making a difference in the lives of young people, regardless of their background or circumstances.

If this sounds like the environment where you want to take the next step in your career, we welcome your application for a position with us.

**Laurie Glees**  
Principal

Ofsted

In 2019, Ofsted awarded the Academy an outstanding rating, noting that *"the school has been transformed into an exciting environment where pupils and staff thrive. Outcomes are outstanding and pupils' progress is exceptional. This is a school where 'no child is left behind.'"* Following a further inspection in April 2025, the Academy retained its outstanding rating with Ofsted stating that *"The school has established a calm and focused school environment with high expectations. Pupils participate happily in learning and in the wider life of the school. As a result, published academic outcomes for pupils at the end of Year 11 are positive. In the sixth form, students are well-prepared for their next academic steps."*

## Job Description

<b>Post:</b>	Curriculum Leader of Modern Foreign Languages (MFL)
<b>Accountable to:</b>	Assistant Principal
<b>Grade / Range:</b>	MPS / UPS + TLR 1A (Inner London)
<b>Working pattern:</b>	Full-time
<b>Contract:</b>	Permanent
<b>Location:</b>	City of London Academy Islington
<b>Disclosure level:</b>	Enhanced
<b>Responsible for:</b>	Teachers, Trainee teachers

### Main Purpose

- To teach Modern Foreign Languages in accordance with appropriate syllabi and in the context of the aims of City of London Academy Islington and the needs of our students.
- You will be required to carry out the duties of a schoolteacher as set out in the current Schoolteachers' Pay and Conditions document.

### Key Accountabilities

#### Curriculum

- To teach French and Spanish at Key Stage 3 and French and/or Spanish at Key Stage 4 with appropriate syllabus and the National Curriculum Programme of study and in the context of the aims of the Academy the needs of students.
- Implement, develop and review the department's schemes of work in order to provide an engaging, well sequenced and differentiated programme of study that ensures progression across listening, speaking, reading and writing.
- Uphold high standards of preparation, teaching and classroom management.
- Lead and manage the work of the department to ensure the highest possible levels of staff performance and student achievement.
- Plan lessons in accordance with schemes of work.
- Lead and manage the development, evaluation and monitoring of policies, syllabi and schemes of work.
- Lead on improvement strategies, coach and support staff, ensure quality, monitor and evaluate performance
- Contribute to all self-evaluation measures and quality assurance processes
- Assess, record and report the performance of students at every stage, adjusting teaching and learning strategies as necessary, working in conjunction with other relevant stakeholders to address any areas of underperformance.
- Track student progress in relation to their prior levels of attainment and maintain up-to-date records.
- Set and mark examinations and other forms of assessment.
- Use ICT within the curriculum.
- Oversee, contribute and support departmental activity beyond the curriculum e.g. the planning and delivery of enrichment opportunities.
- Establish high expectations with students for learning, motivation and presentation of work.
- Prepare the annual departmental development plan.
- Be responsible for helping to develop and manage resources and equipment.
- Ensure good practice is followed according to the school's Health and Safety procedures.
- Be responsible for the pastoral care of a form as form tutor or to undertake a similar pastoral role as directed by the Principal.

## **Additional Specific Responsibilities**

- Attend regular whole staff and departmental meetings and school functions as published in the Academy calendar.
- Contribute to the school's extra-curricular programme by offering a club/activity or enrichment opportunities.
- Carry out break and cover duties as reasonably assigned by SLT.
- Attend assemblies.
- Take part in the Professional Development Programme including the opportunity for personal appraisal and the participation in the appraisal of other teachers.

## **Students**

- Ensure the effective implementation of whole school assessment, reporting and recording policies, prepare individual student and group reports and analyse and report on summative data.
- Ensure that statutory requirements, e.g. in relation to health and safety with regard to students, are met.
- Promote performances, exhibitions and displays of students' work.
- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour Policy is enforced, so that good order and discipline are maintained.

## **Teaching staff and Non-teaching staff**

- Demonstrate and encourage high standards of professionalism from all staff involved in the department.
- Demonstrate and inspire an enthusiastic and committed approach to teaching within the department.
- Co-ordinate the resources of the department, giving advice, encouragement and support to all staff concerned.

## **Administration**

- Demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- Ensure that appropriate arrangements are made for assessments and statutory requirements.
- Ensure that books and other resources are catalogued and stored in a systematic and secure fashion, that they are easily accessible and checked regularly.
- Take responsibility for the fabric and furnishing of your teaching area and department.
- Implement, develop and review department policies, plans, targets and practices within the context of the
- Academy's aims and policies.

## **Standards / Quality Assurance and Additional Responsibilities**

- Deliver or support enrichment activities to enhance students' learning experiences.
- Adhere, at all times, to professional standards of dress, courtesy and efficiency in line with the ethos of the Academy.
- Attend and participate in open evenings and student performances.
- Uphold the Academy's behaviour code and uniform regulations.
- Participate in staff training and development.
- Attend team and staff meetings.

## **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.

# CITY OF LONDON ACADEMY ISLINGTON

- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Adopting customer care and quality assurance initiatives.
- Fulfilling the role of 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.

## 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 in French or Spanish	✓	
Qualified Teacher Status	✓	
<b>Experience, Skills and Knowledge</b>		
Experience of teaching French and Spanish at Key Stage 3 and French and/or Spanish at Key Stage	✓	
Ability to use IT effectively	✓	
Use IT to raise achievement and as a management tool		✓
Demonstrate experience of effective performance management and quality improvement within a school environment	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Demonstrable experience of improving student outcomes	✓	
High quality outcomes	✓	
A record of continuous professional and career development		✓
Experience as a form tutor and/or similar pastoral roles	✓	
Effective use of strategies to raise standards and achievement of students	✓	
Must be well-organised	✓	
Must be well-presented	✓	
Excellent communication and organisational skills	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	

# CITY OF LONDON ACADEMY ISLINGTON

Ability to organise and prioritise workload and work on own initiative	✓	
Good Interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of the Academy aims and to the efficient running of all departments	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development		✓
Ability to organise whole school/ year-based activities	✓	
Ability to think and plan strategically and manage change	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
<b>Knowledge and Understanding</b>		
Developments in the National Curriculum	✓	
Developing differentiated Schemes of Work	✓	
Effective strategies for supporting students to improve outcomes	✓	
Have a good understanding of positive effective strategies for whole school behaviour management	✓	
A thorough understanding of interventions to support accelerated learning		✓
Knowledge and understanding of the needs and care of students with SEN	✓	
Understanding of assessment systems	✓	
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of students		✓
Understanding the needs of students and the appropriate policies and strategies to support them	✓	
Understand the needs of bilingual students		✓
<b>Other</b>		
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	✓	

## HOW TO COMPLETE THE APPLICATION

**Title:** Curriculum Leader of Modern Foreign Languages

**Vacancy Description:** Permanent, Full-time

**Closing date:** 13 March 2026

**Submission:** Applications must be submitted via link <https://mynewterm.com/school/City-of-London-Academy-Islington/135587>

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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