

# CANDIDATE INFORMATION PACK



CITY OF LONDON  
**ACADEMY**  
SOUTHWARK

**Job Title: Assistant Basketball Coach (part-time)**

**EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE**

## CEO WELCOME

**Dear Applicant,**

**I am delighted that you have chosen to apply for a post with the City of London Academies Trust.**



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

**Yours faithfully,**

A handwritten signature in blue ink, appearing to read 'M. Emmerson', written over a light blue horizontal line.

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

## WHO WE ARE

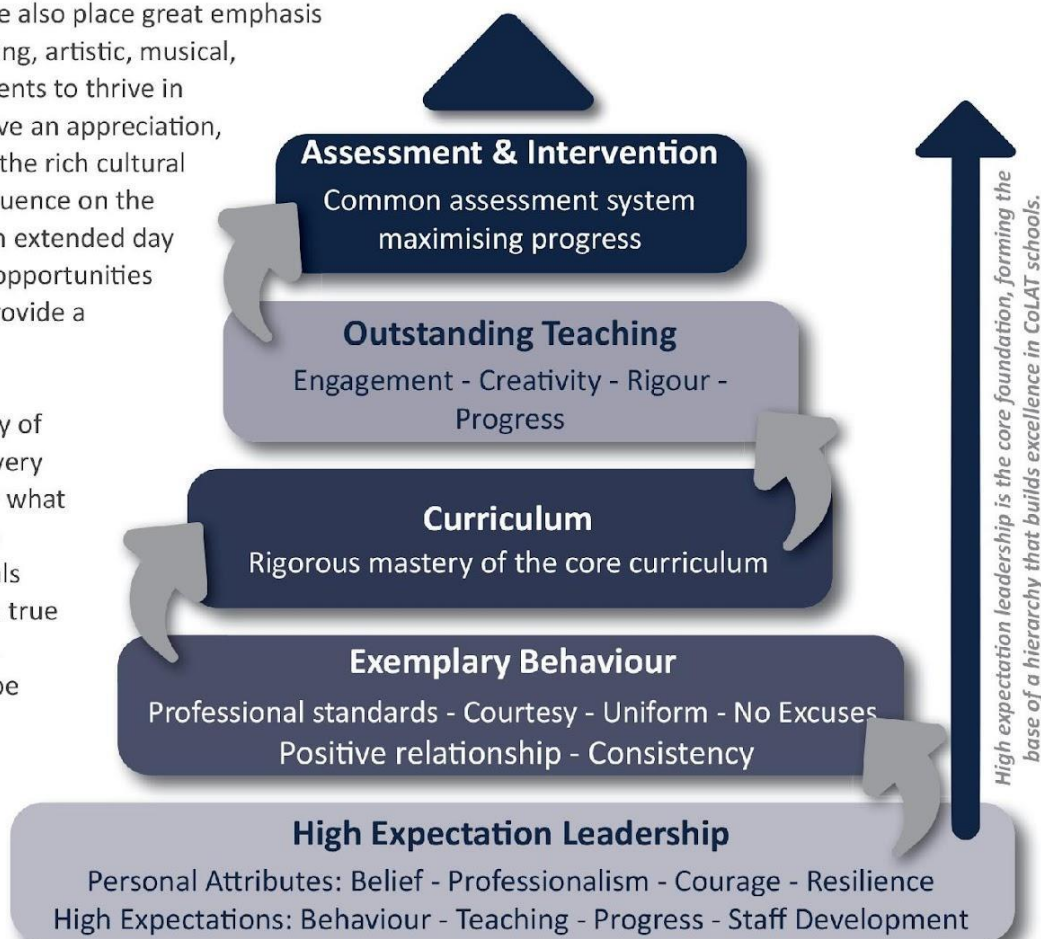
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching 'powerful knowledge,' and educating our students on the 'best that's been thought and said' is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students' sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school's culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



# PROFESSIONAL DEVELOPMENT

**We are committed to providing individualised and impactful professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.**

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.

The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

## EMPLOYEE BENEFITS

**We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:**

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
  - **Occupational maternity and adoption pay following 26 weeks of continuous service**
  - **Generous annual leave entitlement**
  - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
  - **Cycle to work scheme**
  - **Corporate gym membership rates**
  - **Travelcard loan scheme**
  - **Annual training and development opportunities in addition to in-house staff development**
  - **Access to City of London housing allocation scheme**
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## Principal's Welcome

**Dear Applicant,**

Thank you for your interest in joining the team at City of London Academy Southwark. On behalf of our students, staff, and governors, I offer you a very warm welcome.

Choosing where to step next in your career is a vital decision. Having served as a senior leader in some of the highest-performing schools across Merton, Croydon, and Lambeth, I know first-hand what makes an exceptional educational environment—not just for students, but for the professionals who teach and support them every day. When I say that City of London Academy Southwark is a genuinely special place to work, I do so with a clear understanding of what a high-performing, supportive school looks like.

### **Warmth, Kindness, and High Standards**

We pride ourselves on being a warm, inclusive, and deeply caring community. We believe that every student is a unique individual with distinct talents, needs, and aspirations. Our staff take the time to know each young person personally, nurturing them with warmth, kindness, and genuine empathy. At the same time, we are proudly routine-based and hold the very highest standards for student behavior and conduct. We place immense value on the "small things"—manners, courtesy, mutual respect, and kindness. These clear routines and high expectations make daily life simpler and easier for both staff and students, creating calm, focused classrooms where teachers can genuinely teach and students feel secure and ready to learn.

### **Our Core Vision**

Everything we do is aligned with our two core foundational visions:

- To develop happy and healthy learners who achieve the highest possible academic outcomes for success in life.
- To nurture responsible young citizens who care for their communities and who are committed to bettering them.

### **Supporting and Investing in Our Staff**

As a leadership team, we are deeply committed to the well-being and growth of our staff. Staff workload and well-being are constant, active priorities for leaders. We work hard to ensure that our processes are sensible, streamlined, and purposeful so you can devote your energy to what matters most: delivering fantastic lessons and inspiring young people.

We invest heavily in your ongoing professional growth, offering:

- **Exceptional Career Progression:** Clear pathways for professional development and leadership opportunities across our school and the wider City of London Academies Trust.
- **World-Class Facilities & Culture:** Modern, state-of-the-art environments, a rich and broad curriculum, and a proud culture of excellence—exemplified by hosting the country's premier basketball academy.

If you share our passion for excellence, believe in high academic standards wrapped in kindness and care, and want to progress your career in a rewarding, supportive, and truly vibrant environment, we would love to hear from you.



I warmly invite you to visit us, see our calm classrooms in action, and meet our inspiring team. I look forward to receiving your application.

Warm regards,

Jon Lynes

*Principal, City of London Academy Southwark*



## City of London Academies Trust

### Assistant Basketball Coach (part-time) - Job Description

**Post:** Assistant Basketball Coach (part-time)

**Accountable to:** Director of Basketball

**Post type:** Permanent

**Grade salary range:** JE4 Scale points 11 – 15, £17,483 - £18,526 per annum pro-rata'd to part time and term time only from £34,989 - £37,077

**Working Pattern:** Part-time, 20 hours per week, the hours are on a rota basis and there will be a requirement to work some evenings and weekends. This is a term time only role (39 weeks per year).

**Location:** City of London Academy (Southwark)

**Disclosure level:** Enhanced

**Main Purpose:**

- Assist with the delivery of the Sport England DiSE programme, including supporting portfolio evidence where required.
- Work under the direction of the Director of Basketball and senior coaching staff to support delivery of the Academy basketball programme.
- Plan and deliver high-quality coaching sessions for identified teams and development groups.
- Support students to develop basketball skills, teamwork, discipline and positive attitudes.
- Assist with recruitment events, fixtures, tournaments and promotional activities.
- Support the Academy's community basketball programme including occasional evening and weekend activities.

**Coaching Programme**

- To be fully conversant with Academy risk management strategies and follow all health & safety, safeguarding and child protection procedures.
- To follow established procedures in the event of an athlete injury.
- Deliver coaching sessions planned with senior staff.
- Support PE lessons and extracurricular sessions where required.
- Support fixtures, tournaments, camps and educational visits.
- Maintain safe coaching environments and follow safeguarding and health & safety procedures.
- Support students as a positive role model.
- Monitor player progress and provide feedback to senior coaches
- Assist with recruitment events, fixtures, tournaments and promotional activities.
- Support the Academy's community basketball programme including occasional evening and weekend activities.
- To liaise with club coaches to ensure standards of delivery across all age groups are to a high standard and meet the programs objectives for development.
- Support with gameday activities, including W/EABL fixtures, liaising with opponents, supporting arrival of visiting teams and officials.



## **Key Accountabilities**

- Undertake other reasonable duties consistent with the grade.
- Work collaboratively with Academy staff and external coaches.
- Participate in CPD.

## **Professional Responsibilities**

- Contribute information for programme monitoring and evaluation.
- Assist with communications to parents, students and external stakeholders.
- Maintain accurate attendance and coaching records.
- Maintain equipment and report defects.
- To participate in special activities including Parents' Evenings, Open Evenings, Award events, assemblies as required.

## **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

### Assistant Basketball Coach (part-time) - 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 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 COLAT Equalities policies.

|                                                                                                                                                                                                      | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications</b>                                                                                                                                                                                |           |           |
| UKCC Level 2 or England Basketball Level 2 coaching award (or working towards)                                                                                                                       | Y         |           |
| Evidence of further / continued professional coaching development                                                                                                                                    | Y         |           |
| Qualified as a referee/umpire                                                                                                                                                                        |           | Y         |
| Hold a valid emergency or first aid qualification                                                                                                                                                    |           | Y         |
| <b>Experience, Skills and Knowledge</b>                                                                                                                                                              |           |           |
| Experience of coaching, performance management and playing basketball                                                                                                                                | Y         |           |
| Knowledge and experience of delivering fully inclusive programmes, preferably in a school, community or sports club setting                                                                          | Y         |           |
| Knowledge of Safeguarding & Child Protection Principles and Good Practice - promoting the welfare of children and young people and aware of the duty of care required when working with young people | Y         |           |
| Knowledge of Equality & Inclusion Principles and Good Practice – recognising and promoting the rights of young people to participate in high quality sports and physical activity programmes         | Y         |           |



|                                                                                                                                                                                                                                                  |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Knowledge and experiences of health and safety issues - able to identify and respond appropriately to potential hazards and concerns                                                                                                             | Y |   |
| Experience of working with young people from disadvantaged and underrepresented groups (Black, Minority and Ethnic (BME), Girls, People with learning and physical disabilities and others typically not engaged in sport and physical activity) |   | Y |
| Good interpersonal, communication and negotiation skills                                                                                                                                                                                         | Y |   |
| Organisational and administrative skills – able to manage own time and take initiative                                                                                                                                                           | Y |   |
| Knowledge and experience of using communication and Information Technology                                                                                                                                                                       | Y |   |
| Knowledge of the City of London Academy Southwark or Basketball programme or similar elite basketball program                                                                                                                                    |   | Y |
| <b>Personal Qualities</b>                                                                                                                                                                                                                        |   |   |
| Highly passionate about helping young people learn and achieve                                                                                                                                                                                   | Y |   |
| Emotionally mature, self-confident and has strong self-belief                                                                                                                                                                                    | Y |   |
| Possess a positive attitude, is enthusiastic and able to act as a strong leader and role model to young people and peers                                                                                                                         | Y |   |
| Reliable with excellent time keeping and time management skills, able to organise and to take initiative                                                                                                                                         | Y |   |
| Flexible attitude - willingness to work unsociable hours, evenings and weekends (as and when required)                                                                                                                                           | Y |   |
| Commitment to personal learning and development                                                                                                                                                                                                  | Y |   |
| Commitment to working to Academy policies and procedures                                                                                                                                                                                         | Y |   |
| <b>Other</b>                                                                                                                                                                                                                                     |   |   |
| Commitment to safeguarding and promoting the welfare of children and young people                                                                                                                                                                | Y |   |
| Willingness to undergo appropriate checks, including enhanced DBS Checks                                                                                                                                                                         | Y |   |
| Motivation to work with children and young people                                                                                                                                                                                                | Y |   |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people                                                                                                                                    | Y |   |
| An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations                                                                                                           | Y |   |

## HOW TO COMPLETE THE APPLICATION

**Vacancy Title:** Assistant Basketball Coach (part-time)

**Vacancy Description:** Permanent

**Vacancy Location:** City of London Academy Southwark

**Vacancy Closing Date:** Thursday 24<sup>th</sup> September 2026 at 11am

**Submission:** Applications must be submitted via the TES portal on the following link

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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