

CANDIDATE INFORMATION PACK



**CITY OF LONDON
ACADEMY
Highbury Grove**

**Teacher of Mathematics 2iC
(Second in Charge)**

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 blue ink handwritten signature, appearing to read 'M. Emmerson', written in a cursive style.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

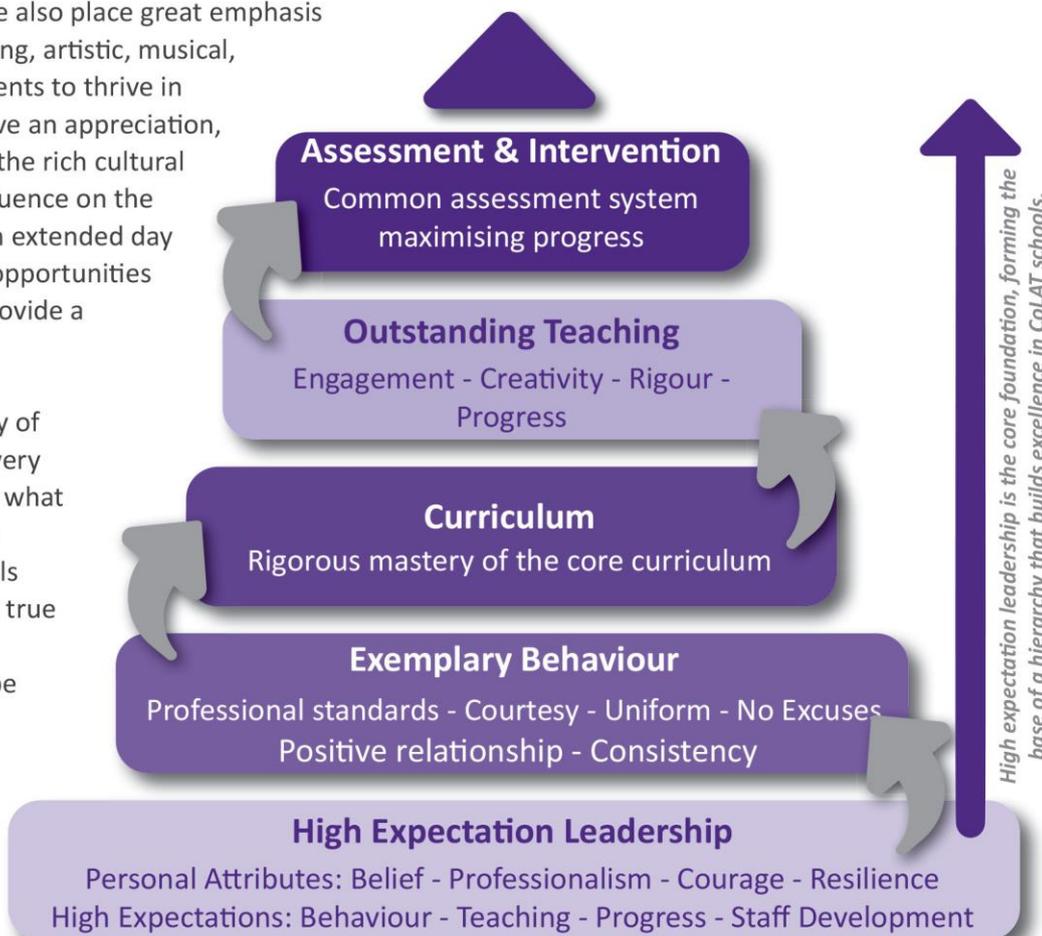
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

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 an 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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Headteachers Welcome

Highbury Grove School joined the City of London Academies Trust in September 2017. Following a disappointing Ofsted inspection in December 2016, the senior team and governors sought to restore the school's positive ethos in partnership with other City of London Schools. We know that only high calibre staff can rise to the challenge and contribute to the long-term objective, providing creative teaching, nurturing students' abilities, and showing ambition for their own career as well as the students'. In April 2021, Ofsted returned to Highbury Grove and the school was awarded a 'Good' rating, our report commenting that 'pupils feel happy and safe,' they 'look out for each other' and 'enjoy being part of a school community that is so diverse.' We continue to celebrate this diversity.



At Highbury Grove we are relentless in our pursuit of excellence because we know the difference it can make to the lives of our young people, their families and community. We believe that all students can thrive in their academic lives and become active contributors to their local, national and global communities, given the right environment.

We believe exceptional teachers create exceptional results; they transform lives and transform futures. They support every student to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society. We believe that exceptional teachers should be supported too, with all the opportunities needed to develop and achieve goals. Our most recent Ofsted report commented that 'staff are proud to work at the school. Leaders support them in their career development. They take account of staff workload and well-being.'

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

This is an exciting time in the school's journey to re-establish itself as an excellent provider of high-quality education, and with the changes come opportunities. We have a clear and continued plan of improvement which requires staff who are energetic and have a desire to take on the challenge to ensure our school is the school of choice for our community. In joining our team you will play an instrumental role in school improvement as we strive to become 'outstanding' in every way.

City of London Academy Highbury Grove is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check and satisfactory references are required for this post. CVs will not be accepted in place of an application form.

For further information about safer recruitment and pre-appointment checks, please refer to the Keeping Children Safe in Education guidance provided by the Department for Education.

Teacher of Maths 2iC (Second in Charge) Job Description

Post: Teacher of Maths 2iC (Second in Charge)

Accountable to: Vice Principal, Head of Mathematics

Grade Scale Point Range: Inner London Pay Scale + TLR 2b

Salary Range: £40,317 to £62,496 + £6,068 per annum

Working Pattern: Term time only

Location: City of London Academy Highbury Grove

Disclosure level: Enhanced

Responsible for: Maths

Main Purpose:

The Teacher of Maths and Numeracy 2iC – Second in Charge will be expected to:

- To support the Head of Department in raising attainment through a clear focus on teaching and learning.
- To take responsibility for a Key Stage.
- To take responsibility for assessment in the department.
- To lead on the analysis and use of data and the setting of targets for the department.
- To support the Head of Department in the day to day running of the Department.
- To deputise for the Head of Department.

The Teacher of Maths and Numeracy 2iC – Second in Charge will also be expected to:

- Work with the Middle and Senior Leadership Teams 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 Middle and Senior Leadership Teams 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 maths as identified in the Academy Strategic Plan.
- Help to manage standards of learning and behaviour in the maths department and wider academy on a day-to-day basis, ensuring high expectations and full commitment to achieving outstanding outcomes.
- Provide high quality maths and numeracy teaching, effective use of resources and high standards of learning and achievement for all students and directly line manage staff as required.
- Support the delivery of exceptionally high standards of maths and numeracy across the academy.
- Be responsibility for managing a Key Stage in the department.
- Be accountable for the attainment and progress in maths of designated groups at the academy.
- Be prepared to support the overall aims of the academy by teaching a subject other than maths and numeracy where reasonably required and by showing flexibility in approach as the academy expands.

- Aspire to create enrichment opportunities for students to study additional aspects of the subject beyond the core curriculum, in line with maths and numeracy programmes that can be found in the Trust's most successful independent schools.

Key Accountabilities

Support the Head of Department in raising attainment by:

- Ensuring that all teaching is of the highest quality and leads to learning.
- Ensuring that the department regularly reviews and develops its schemes of work ensuring they match subject specifications.
- Ensuring that teaching and learning are monitored through the agreed school systems.
- Supporting the Head of Department in ensuring that the progress that all students make is outstanding, whatever their starting point.
- Supporting the Head of Department in the analysis and reporting of data.

Take responsibility for a Key Stage

- To take responsibility for all aspects of a key stage ensuring that the focus of all work is improving attainment for all.
- To lead and manage all aspects of a key stage.
- To ensure students make better than expected progress in Maths and Numeracy during a key stage.
- To lead and develop the extra-curricular provision for a key stage in Maths and Numeracy.

Take responsibility for assessment in Maths and Numeracy

- To ensure the department has a clear policy on assessment and marking that reflects whole school policy and national guidelines.
- To ensure that assessment is fully integrated within schemes of work.
- To ensure accurate assessment data is entered onto the system every half term.
- To ensure detailed analysis of individual and group progress is undertaken, followed by discussion and intervention as appropriate.
- To monitor and review the standards of marking, assessment, moderation, data analysis and intervention across the faculty.
- To develop assessment for learning techniques within the department and ensure staff are trained and confident in using them.
- To ensure all staff have a clear understanding of NC levels, grade boundaries, syllabus and specification assessment criteria.
- To analyse trends in Maths and Numeracy data and develop strategies for improving the way in which targets are set and students are assessed.
- To co-ordinate internal GCSE exams.

Lead on the analysis and use of data and the setting of targets

- To lead the department in analysing SATs, CATs, FFT and other data.
- To ensure that all staff are familiar with and understand the CAT data and the implication for the department.

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- To take a leading role in relation to the use of data to inform planning and to set challenging but realistic targets.
- To analyse progress data against targets set by classes and years as well as by ethnicity and gender each term.

Support the Head of Department in the day to day running of the Department

- To support the Head of Department on a day to day basis by taking responsibility for a number of defined activities which may include the following:
 - line management of staff
 - mentoring of staff
 - responsibility for the Maths and Numeracy area
 - an aspect of the subject
 - cover arrangements for absent colleagues

Deputise for the Head of Department

- To deputise for the Head of Department when required. This may be for the following:
 - Absence
 - attendance at meetings
 - lesson observations

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

- The attainment and progress in maths of designated groups 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 Subject Leader Maths and Numeracy as required.

Contribute (with the wider academy 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.

Provide outstanding teaching and learning in maths through:

- Teaching maths and numeracy to all age groups.
- Regularly using data to monitor and evaluate the progress and attainment of designated groups and individuals across all year groups in maths and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all academy policies.
- Maximising students' numeracy and attainment in maths by liaising closely with other team members and departments such as the Faculty of Learning.
- Contributing to effective annual primary liaison and maths projects with local feeder schools.
- Monitoring the setting and completing of homework for designated groups in maths.
- Being a form tutor and Personal Adviser.

Contribute to the academy's leadership capacity through:

- Supporting other colleagues within the maths department.
- Helping to develop the work of the maths department, raising the level of attainment in maths and numeracy in accordance with academy targets and expectations.
- Challenging underachievement at all levels and ensuring appropriate action is taken.
- Monitoring and identifying underachieving students from performance data.
- Assist with patrol and supervision duties to ensure high standards of behaviour in the maths 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.
- Performing other duties to be determined in discussion with the Subject Leader Maths and Numeracy and 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.

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 in one or more subjects and be an excellent classroom practitioner.
- Uphold the academy's behaviour code and uniform regulations.
- Develop links with neighbouring schools/academies.
- Conduct detentions and duties as designated by the Principal.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- 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:

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- 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.

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.

Teacher of Maths 2iC (Second in Charge) 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.

Person specification

| | 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 student outcomes and ethos | ✓ | |
| 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 behaviour management | ✓ | |
| Experience of optimising the 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 | ✓ | |

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|--|---|--|
| Experience of organising subject-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 the achievement of department aims | ✓ | |
| 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 values | | |
| 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 KPIs and the role to be played by the Maths and Numeracy department | ✓ | |
| Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism | ✓ | |
| 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 | ✓ | |
| A deep commitment to the safeguarding and wellbeing of all students | ✓ | |
| Relationships with Stakeholders | | |
| Commitment to working with others to secure the best outcomes for children | ✓ | |
| Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships | ✓ | |
| Work-Related Personal Qualities | | |
| Demonstrate personal enthusiasm and commitment 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 | ✓ | |

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Teacher of Mathematics – Second in Charge

Vacancy Descriptor: Permanent

Vacancy Location: City of London Academy Highbury Grove

Vacancy Closing Date: 9am 20 March 2026

Submission: Applications must be submitted via MyNewTerm

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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