

CANDIDATE INFORMATION PACK



CITY OF LONDON
ACADEMY
SHOREDITCH PARK

Behaviour Administrator

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

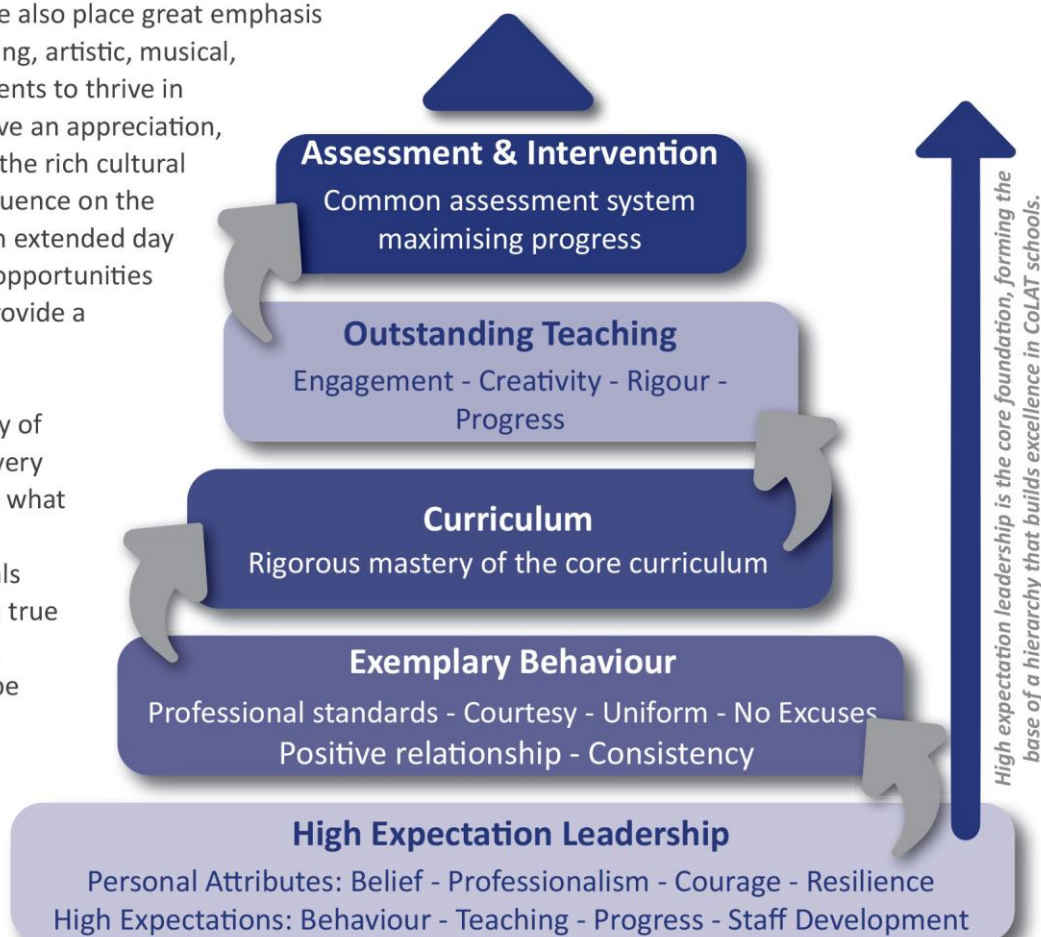
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

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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Principals Welcome

City of London Academy Shoreditch Park

We are currently looking to appoint driven and highly skilled staff members to our talented and experienced staff body who will help us achieve outstanding outcomes (progress 8 of +1 and above) and who are willing to stay the course to achieve this.

If you are aligned with our vision, values and mission to improve students' life chances, we want to hear from you.

We are looking for candidates who will contribute to improving every aspect of the school's provision, even the outstanding elements. The successful candidate will have an eye for detail, recognise excellence when they see it and not be afraid to challenge underperformance when standards are not as high as they should be. You will have the necessary skills and qualities to support the school to achieve its objectives. You will be someone who wants to contribute to all aspects of academy life and who has a constant eye on outcomes for students.

Our staff body is characterised by a relentless focus on student outcomes and supporting students from disadvantaged backgrounds, as well as the attention to detail and high expectations that are required to do so. We have extremely strong behaviour routines with line ups, single file silent corridors and family dining: all the key components of a warm/strict school.

Our Senior Leadership Team is committed to providing the highest quality training and support for staff to enable them to flourish and develop whatever their role in the school.

City of London Academy Shoreditch Park opened in September 2017 and is now a full, thriving school with the highest academic outcomes in the City of London Academies Trust. We are looking for members of staff who will join our mission to continually drive up our progress 8 score of +0.37. Our long-term vision is to become the best school in the country, and to achieve this we need the best teachers and support staff in the country.

Whatever their background or starting point, we aim to teach our students the skills, knowledge and values that will enable them to become happy, successful and employable young adults. Our culture balances expectations of self-discipline with the positive support from teachers that enable students to feel happy and safe in school.

If you share this moral imperative, then we welcome your application for this role.

I look forward to hearing from you.



Holly Arles
Principal

Behaviour Mentor and Administrator - Job Description

Post: Behaviour Administrator

Accountable to: Achievement Team Leader

Salary: Pay Scale: SC4 (Points 7 – 10)

Working Pattern: Term Time Only plus 10 days

Location: City of London Academy Shoreditch Park, 40 Hyde Road, N1 5JU

Disclosure level: Enhanced

Main Purpose: The Behaviour Administrator will be expected to:

- Oversee and administrate academy behaviour systems.
- Administrate and supervise the daily 1-hour detention from Monday to Friday, and support with other sanctions as required.
- Be responsible for investigating incidents and recommending sanctions.
- Mentor vulnerable students, providing them with practical support to improve their academic achievement.
- Participate in all aspects of the management and improvement of student behaviour and the prevention of poor behaviour.
- Establish constructive relationships with parents/carers, exchanging information and facilitating support for their child's attendance, behaviour and learning.
- Provide in-class support for students whose behaviour in the classroom is an obstacle to their achievement and that of others.
- Support teaching and support staff in maintaining discipline and following up incidents.
- Reward good behaviour and challenge/take action on poor behaviour.
- Maintain a high degree of confidentiality with regards to student issues.
- Collate supporting materials and documentation required for reintegration and exclusion meetings.
- Assist the Faculty of Learning in coordinating assessments and providing support for students with emotional and behavioural needs in accordance with the SEND Code of Practice.
- Assist in securing the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, establishing the academy as a leading provider of high quality education for its students.
- Support the academy team in creating a professional culture of high expectations in which students feel safe, valued and motivated to succeed.
- Provide the consistent day to day behaviour support necessary to ensure all stakeholders are able to be fully committed to students' achieving outstanding outcomes.
- Be part of, and share a workspace with, the general office and reception team, providing daily support with parental enquiries relating to behaviour and detentions.
- Undertake additional responsibilities to support the smooth running of the academy where required.

Key Accountabilities

Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:

- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Support in the delivery of Academy policy in key areas.
- Reporting to the Subject Leader Science, Senior Leadership Team and CoLAT as required.

Contribute (with the academy team) to:

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence in the community.
- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective planning for improvement for the academy.
- Ensuring efficient and effective use of resources.
- Developing strong productive relationships with a wide range of stakeholders.

Behaviour systems

- Support the Achievement Team Leader in all aspects of the management of students with behavioural, emotional and social needs.
- Liaise with the Director of Learning and Engagement in fulfilling the statutory requirements for SEND students with behavioural, emotional and social needs.
- Implement and monitor the Behaviour Improvement Path, in line with academy policy.
- Be a mentor to the students who are on the caseload, including one-to-one and group sessions.
- Liaise with the Director of Learning and Engagement to devise, operate, monitor and evaluate behaviour systems.
- Coordinate Reflection Room activities and register.
- Participate in Active Classroom Support, gate, playground and other duties.
- Administer the detention system as required.
- Co-run the one and two hour detentions.
- Keep parents/carers informed of their child's behaviour and build positive relationships with parents/carers.
- Maintain files and data used within the behaviour administration systems.
- Analyse behaviour and attainment data and produce reports, documents and correspondence, including confidential material for SLT for behaviour management meetings and exclusions.
- Provide support to ATL/SLT for behaviour and exclusions as appropriate.
- Liaise with staff and external agencies as appropriate.
- Lead on a specialist area of focus within the Behaviour Team.
- Provide daily reporting on detentions and weekly reporting on

detentions/mentoring/merits.

Recording and assessment

- Develop and maintain target-setting and monitoring systems for raising the attainment of students with behavioural/emotional/social needs.
- Interpret assessment data and put in place interventions to address underachievement.
- Develop strategies for raising achievement for students on caseload.

Leadership of self and others by:

- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Maintaining open professional dialogue with the Achievement Team Leader about the identification of academy strengths and weaknesses, ensuring a proactive approach to sharing and solving potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

Assist in management of the organisation by:

- Liaising with all academy staff, parents and students where required.
- Liaising with external agencies as appropriate.
- The effective use of ICT.
- Where applicable undertaking additional administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and Governing Body.

Standards/Quality Assurance and Additional Responsibilities

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Compile statistical returns as required.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy's behaviour code and uniform regulations.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Behaviour Administrator – Person Specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Evidence of continuing professional development		✓
Experience, Skills and Knowledge		
Fully conversant with all aspects of MS Office, email and internet	✓	
Ability to provide high-quality administrative support to staff	✓	
Ability to provide high-quality behavioural/emotional support to students	✓	
Knowledge of whole school behaviour systems	✓	
Knowledge of multi-agency working		✓
Experience of setting up, using, maintaining and developing behaviour systems		✓
Demonstrable experience of improving student outcomes		✓
Personal Qualities		
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Attention to detail in communication and planning	✓	
Ability to problem-solve	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Well-organised	✓	
Well-presented	✓	
Fast and accurate keyboard skills		✓
Good understanding of database systems to produce reports and statistics		✓
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations	✓	
Other		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
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, trustees and other external relationships		✓
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	✓	

CITY OF LONDON ACADEMY SHOREDITCH PARK

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.

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Behaviour Administrator

Vacancy Description: Permanent

Vacancy Location: City of London Academy Shoreditch Park

Vacancy Closing Date: Monday 5th January at 12 noon

Submission: Applications to be submitted via My New Term

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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