

# CANDIDATE INFORMATION PACK



CITY OF LONDON  
PRIMARY ACADEMY  
ISLINGTON

**Reception Class  
Teacher**

## 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

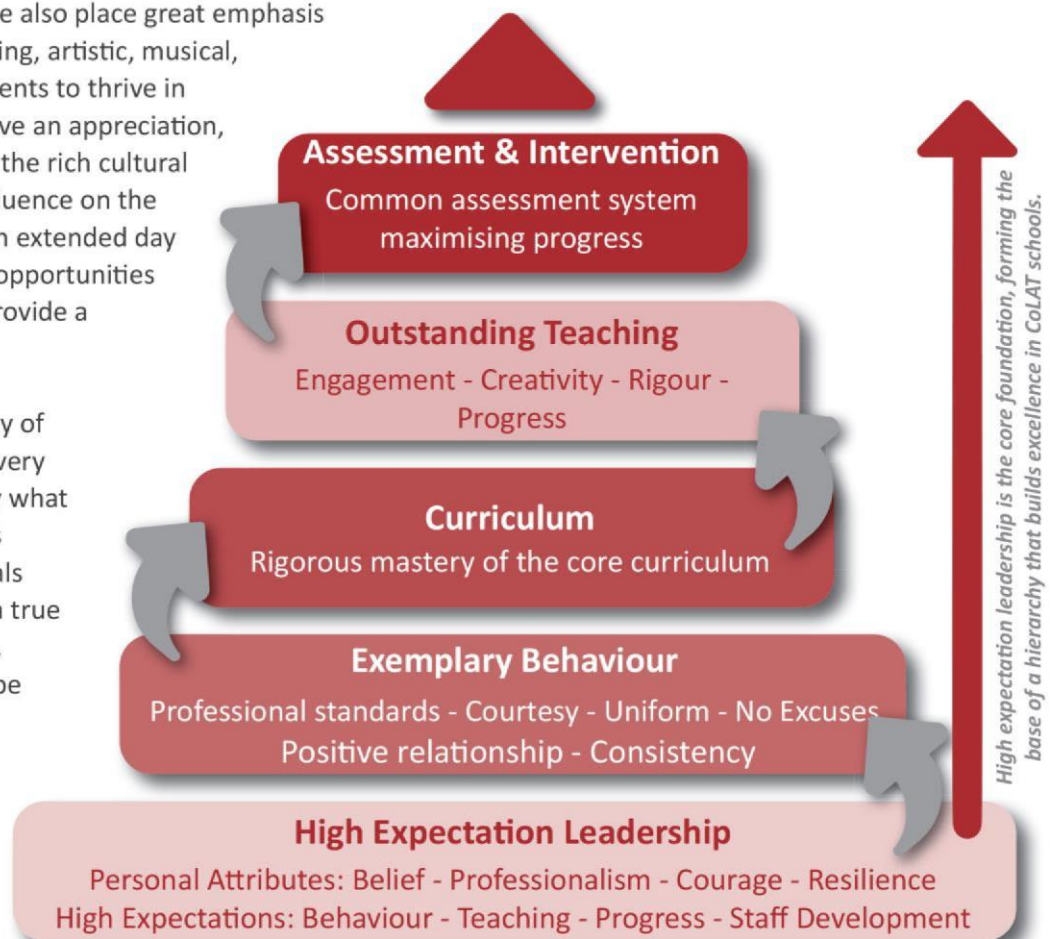
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

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**
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## Head Teacher's Welcome



Dear Applicant,

Thank you applying for the position above with the City of London Primary Academy Islington (COLPAI). I am delighted you have chosen COLPAI as a school in which to further develop your teaching career. This post offers enormous potential to work collegiately as part of an exceptional staff team.

COLPAI opened in September 2017 and we have grown the school from two Reception classes up to Year 6 over the past 7 years. COLPAI enjoys a state of the art, brand new building with world-class facilities and a fabulous learning environment. We are a fully inclusive school and our pupils, including those with SEND, are drawn from and reflect the vibrant and diverse local area. Situated on the doorstep of the City and surrounded by numerous cultural resources, this is a school that aims to inspire a love of learning and equip all pupils to fulfil their ambitions. It benefits from the expertise and resources from the City of London family of schools and is supported by The City of London Corporation enabling staff to benefit from the rich arts and cultural resources the City has to offer.

At COLPAI, we believe in setting ourselves high expectations and in doing whatever it takes to achieve them. We have an exciting curriculum, both creative and challenging, underpinned by outstanding pastoral care that will allow all our children to flourish. Pupils have impeccable behaviour and are keen to learn. As a school, we are ambitious to achieve outstanding outcomes for all of our pupils, regardless of their background. We have developed many bespoke synergies and collaborations with the organisations of the Culture Mile to ensure our curriculum offer is broad and balanced.

COLPAI is part of the family of City schools, where pupils have been achieving outstanding results, ranking it as the top performing academy chain nationally for pupil progress. Our strong partnership working ensures we share resources, expertise and skills across our family of highly committed professionals to provide a world-class education that will transform pupils' lives.

This vacancy provides an exciting opportunity for any prospective candidate wanting to join our school and make a difference to children's lives. If our values, ethos and ambitions resonate with yours, we would love to hear from you.

Yours faithfully,

A handwritten signature in black ink that reads "Kim Clapham". The script is cursive and fluid.

Kim Clapham,  
Head Teacher

## Primary Class Teacher – Job Description

<b>Post:</b>	<b>Reception Class Teacher</b>
<b>Salary:</b>	<b>Inner London Main Pay Scale / Upper Pay Scale - Dependent upon skill and experience (ECT welcome to apply) £38,766 - £60,092</b>
<b>Contract Type:</b>	<b>Permanent/Full Time</b>
<b>Responsible To:</b>	<b>Head Teacher and Governing Body</b>

### Job Purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document, to the highest of standards
- Deliver the highest possible expectations as set out in the Teachers' Standards and create a high expectations culture in which pupils feel safe, valued and motivated to succeed.
- Secure the achievement of the key performance indicators and targets as set out in the School Improvement Plan
- Help to maintain exceptional standards of learning and behaviour in the dedicated class, key stage and wider school, on a day to day basis, ensuring high expectations and a full commitment to maintaining outstanding outcomes
- Promote exceptional standards of literacy and oracy across the school
- Be accountable for the attainment and progress of a designated class
- Aspire to create arts, cultural and enrichment opportunities to enhance learning across the curriculum
- Work collegiately with middle and senior leaders to secure the strategic vision of the school as a provider of educational excellence

### Main Duties and Responsibilities

#### Provide Outstanding Teaching and Learning

- Plan and teach consistently outstanding lessons, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment to secure excellent outcomes
- Adapt teaching to respond to the strengths and needs of pupils so that they make optimal progress
- Set high expectations which inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Use data effectively to monitor and evaluate the progress and attainment of pupils, liaising with colleagues and senior leaders
- Participate in arrangements for preparing pupils for end of year or key stage tests

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to achieve the school's values and vision for excellence
- Make a positive contribution to the wider life and ethos of the school
- Work collegiately with others on curriculum and pupil development to secure co-ordinated outcomes
- Develop the self-belief of all pupils, thereby securing high quality outcomes for all
- Develop 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 to continuously improve the school
- Liaise effectively with local nurseries and secondary schools to support the smooth transition of pupils on entry to school and into the next phase of their education.

## **Contribute to the school's leadership capacity through:**

- Challenge underachievement at all levels and ensure appropriate action is taken
- Monitor and identify underachieving pupils from performance data
- Promote exemplary standards of conduct, courtesy and manners, ensuring a continuous and consistent focus on pupil achievement and development both moral, spiritual, physical and social, and academic.
- Commit to a collaborative vision of excellence and equality that sets high standards for every pupil and member of staff
- Promote a compassionate and nurturing school ethos encouraging acts of kindness, support, empathy and understanding. Explicitly model and teach ways to be compassionate: compliment one and other; smile; listen; say encouraging words; embed excellent manners as part of the school's daily routine; offer to help others.
- Set high standards and expectations for personal, pupil and staff behaviour and actions in support of the achievement of the school's intended outcomes
- Work collegiately and support colleagues to continually raise attainment
- Assist with supervision duties, where required

## **Strengthening Community**

- Develop, implement and maintain effective strategies to promote engagement of the whole school community. In particular, establish effective relationships with all parents/carers, and promote their involvement in their children's learning and school activities.
- Actively support the diversity of the school's communities and pupils.

## **Standards and quality assurance**

- Attend and participate in meetings, open evenings and special performances as required
- Uphold the school's behavior code and uniform policy

- Develop strong links with the City's family of schools, Islington's Community of schools, and other professional neighbors
- Support extended day activities to enhance pupils' learning experiences
- Complete data and statistical returns as required
- Adhere to professional standards of dress, courtesy and efficiency in line with the ethos of the school

## **Safeguarding and promoting the welfare of children**

- Know and understand the school's safeguarding policies and procedures and follow them rigorously
- Be aware of and understand the duties and responsibilities arising from the Children Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children as it relates to this role
- Contribute to a safe and supportive school culture
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and current legislation
- Uphold excellent behaviour management to ensure a good and safe learning environment

## **Professional development**

- Take part in the school's performance management procedures and aspire to excellence
- Take part in further training and development in order to continually improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

## **Communication**

- Communicate highly effectively with pupils, parents and carers

## **Equal Opportunities**

- Ensure equality of opportunity for all pupils 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

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school to ensure the best outcomes for pupils
- Develop effective professional relationships with colleagues
- Contribute to the democratic decision making process, sharing views and listening respectfully to others

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## **Organisational Objectives**

- Follow the Health and Safety requirements of the school as directed
- Ensure compliance with Data Protection Legislation
- Ensure customer care and quality assurance initiatives

## **Management of staff and resources**

Direct and supervise support staff assigned, and where appropriate, other teachers

- Contribute to the recruitment and professional development of other teachers and or support staff
- Deploy resources delegated effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to undertake other duties appropriate to the level of the role, as directed by the Head Teacher or line manager.

## **Associated Duties**

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken in the course of employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that professional duties are discharged effectively.

## **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 governors. The post holder may be required to work outside of normal school hours on occasion, for example to attend Parent Days, concerts and special performances, with due notice.

Due to 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.

Since 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.

COLAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

## Person specification

### Reception Class Teacher

	Essential	Desirable
<b>Qualifications and experience</b>		
Educated to degree	X	
Qualified Teacher Status	X	
Evidence of continuing professional development		X
Successful primary teaching experience within a diverse, multicultural inner-city environment		X
<b>Experience and skills</b>		
Demonstrable experience of improving student outcomes	X	
Experience of having made a significant contribution to the success of a school through pupil outcomes and ethos	X	
Understanding of innovative and creative approaches to teaching and learning	X	
Understanding of the National Curriculum and the Ofsted Framework	X	
Experience of pastoral work with pupils	X	
Experience of positive and effective behaviour management strategies	X	
Experience of maximising the attainment and progress of pupils	X	
Ability to use data and ICT effectively to assess performance and raise achievement	X	
Experience of working effectively with children with barriers to learning	X	
Effective knowledge and understanding of safeguarding children	X	
Effective knowledge and understanding of meeting the needs of pupils with SEND	X	
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of the school's aims	X	
	X	
<b>Teaching and Learning</b>		
Outstanding learning secured for pupils through outstanding teaching and a calm, orderly environment	X	
Effective, supportive and nurturing relationships with pupils that secure positive emotional health, excellent behaviour and positive, can do attitudes	X	
Experience of delivering a broad and balanced curriculum with a strong commitment to incorporating creative and innovative approaches incorporating the arts & culture, and fusion and enterprise skills to enrich learning.	X	
Experience of delivering an ambitious and challenging curriculum which follows a clear progression of knowledge, skills and concepts	X	

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<b>Vision and values</b>		
Vision and values aligned with the school's high aspirations and high expectations for children, staff and families	X	
Willingness to engage with parents in order to encourage their close involvement in their child's education	X	
Clear understanding of the ethos and strategies to establish and continually uphold high standards of behaviour	X	
Knowledge of the school's KPI and a strong commitment to achieve outstanding outcomes for pupils		X
Resilience and motivation to support the school through day-to-day challenges while maintaining positivity and professionalism	X	
Ability to lead and inspire pupils with an intrinsic joy for learning and their ability to succeed	X	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all pupils	X	
Strong organisational skills	X	
A deep commitment to the safeguarding of children and promoting their wellbeing	X	
<b>Relationship with stakeholders</b>		
A commitment to working collegiately with others to secure the best outcomes for children	X	
Skilful management and understanding of how to secure strong relationships with colleagues, pupils, families and other external agencies.		X
<b>Work related personal qualities</b>		
Demonstrate personal enthusiasm and commitment aimed at positive difference to children's life chances and raising standards	X	
Demonstrate personal and professional integrity, including modelling vision and values	X	
A commitment to supporting the aims of the Trust	X	
Flexible and able to manage workload and competing deadlines, prioritising appropriately and using initiative	X	
Evidence of and commitment to and understanding collective responsibility	X	

# HOW TO COMPLETE THE APPLICATION

**Vacancy Title:** Reception Class Teacher

**Vacancy Description:** Permanent and full time

**Vacancy Location:** Islington, London

**Vacancy Closing Date:** 9:00am 20 April 2026

**Submission:** <https://mynewterm.com/>

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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