

CANDIDATE INFORMATION PACK



CITY OF LONDON
ACADEMY
HIGHGATE HILL

Deputy Head of Sixth Form

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 horizontal line.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

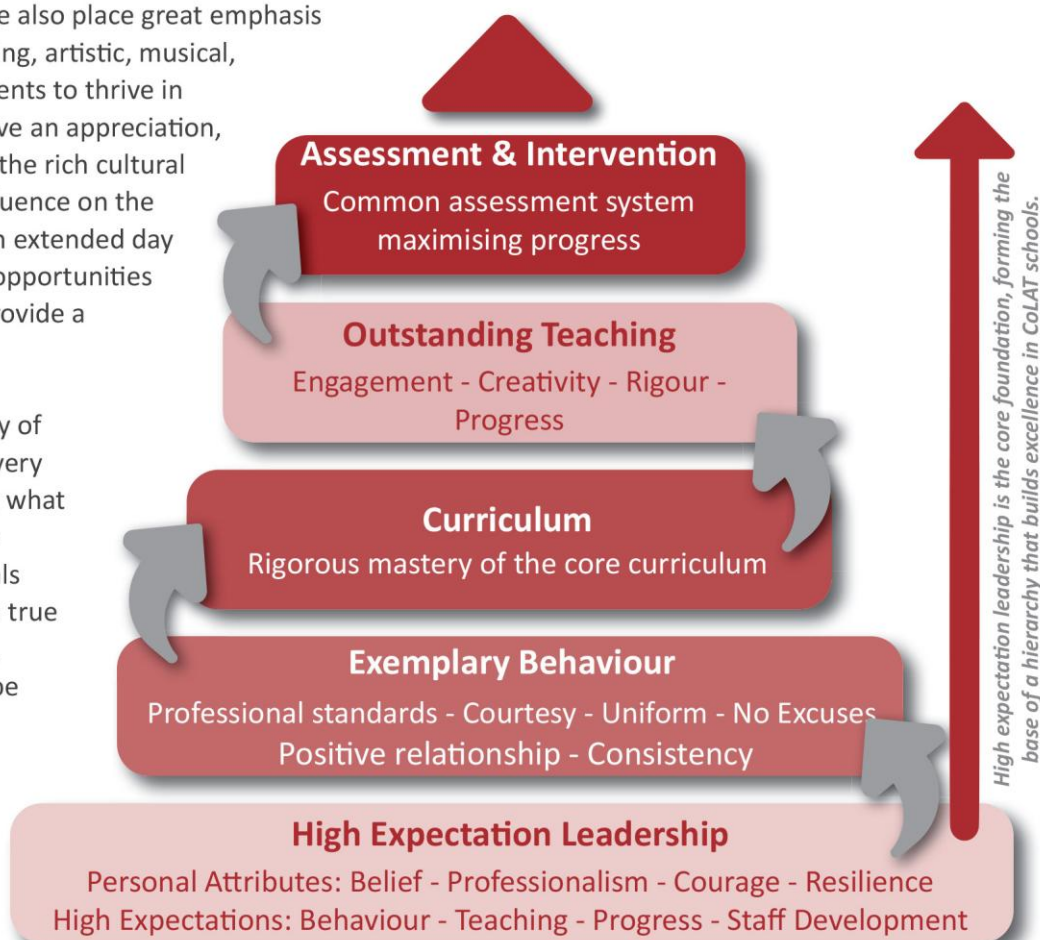
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

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 the position of Deputy Head of Sixth Form with the City of London Academy Highgate Hill. We are delighted that you have chosen to apply to our academy and welcome your application. During our recent Ofsted inspection, we have been graded 'Good' with 'Outstanding' features.

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability, non-denominational academy inheriting four cohorts (Years 8 to 11) from what was previously, Mount Carmel Catholic College for Girls. Our state of the art sixth form building opened in January 2024.

We aim to provide a world class education for our students - making them 'well-rounded' individuals. Our vision is to therefore create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Creativity, innovation and enterprise, alongside tradition and heritage are championed
- Developing people who are confident, resilient, compassionate and democratic

If you feel that you can make a positive contribution, please apply. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Prince Gennuh'.

Prince Gennuh
Principal

Deputy Head of Sixth Form- Job Description

Post: Deputy Head of Sixth Form

Accountable to: Head of Sixth Form

Salary Range: Inner London Pay Scale + TLR 2A

Working Pattern: Full Time, Permanent

Location: City of London Academy Highgate Hill

Disclosure level: Enhanced

N.B. The Deputy Head of Sixth Form is required to make themselves available for work on A Level and GCSE results day as well as interview and post-16 enrolment days (as agreed by the Head of Sixth Form).

Responsible for:

Assisting the Head of Sixth Form, Assistant Principals and Principal with the leadership, management and development of sixth form provision. Support the Head of Sixth Form and deputise where and when appropriate. To assist the Head of Sixth form in the day-to-day running of the sixth form, the academic progress and pastoral welfare of the sixth form students and the future development of the sixth form.

Main Activities and Responsibilities

Assist the Head of Sixth Form with the main duties and responsibilities indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

- Promote high expectations in all aspects of sixth form and academy life
- Play a full part in the life of the academy community, to support its distinctive vision and ethos and to encourage and ensure staff and students follow this example
- Undertake specific responsibilities as agreed with the Head of Sixth Form on an annual cycle
- Manage a tutor team to ensure that all students receive appropriate personalised support
- Assist in overseeing the pastoral care and academic progress of students, including use of data systems in order to systematically monitor and evaluate each student's attendance, attainment and progress, in liaison with Head of Sixth Form
- Liaise effectively with Subject Leaders, teachers and parents/carers to ensure that each student makes expected progress, and plan appropriate interventions where necessary
- Assist in the responsibility of the day-to-day management of the sixth form study rooms and other related facilities
- Organisation and implementation of sixth form programmes and activities (such as our Super Curricular Programme, Elite University Preparation Programme, Emerging Talent Programme)

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- Assist with the administration of admissions to the sixth form of both internal and external admissions (including being available on A level and GCSE results days)
- Assist with the marketing and recruitment activities for the sixth form
- Contribute to the development of the Higher Education strategy
- Produce reports and references as required, including contributing to the UCAS process
- Work closely with partner schools to develop a coherent work-related/careers strategy for the sixth form
- Assist with the organisation of open evenings, consultation evenings and other events relating to the sixth form
- Collaborate with the Year 11 Achievement Leader, Heads of Year and the Careers Lead to support the transition programme
- Assist in the delivery of targeted support programmes for Post 18 Pathways (Oxbridge/Russell group/Degree Apprenticeships)
- Support sixth form assemblies and leavers' celebrations
- Participate in the academy's performance management scheme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the academy's strategic plan
- Supporting whole school and faculty self-evaluation strategies
- Support extended day activities to enhance student learning experiences
- To teach subjects and classes as required by the Principal

Other Responsibilities include assisting the Head of Sixth Form in the following:

- Analyse and interpret relevant national, local and academy data, plus research and inspect evidence, to inform policies, practices, expectations, targets and teaching methods
- Use data effectively to identify students who are underachieving in the sixth form, and create and implement effective plans of action to support those students
- Manage systems for target setting
- Be responsible for maintaining high standard of behaviour within the sixth form by enforcing the agreed academy expectations concerning dress, behaviour, attendance and discipline
- Patrol corridors and visit sixth form lessons daily to ensure high standard of behaviour around the academy site
- Work closely with students to create a distinctive sixth form ethos
- Liaise with outside agencies such as social services, police liaison officer, volunteers etc
- Assist in leading the key stage 5 PHSCE programme

Key Responsibilities

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

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.

Safeguarding and Promoting the Welfare of Children

- Have knowledge of, and adhere to, safeguarding policies and procedures.
- Ensure a safe and supportive academy culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.

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 post holder 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.

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.

Deputy Head of Sixth Form – 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
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuing professional development		✓
Experience and skills		
Ability to teach up to A level	✓	
Ability to use ICT effectively	✓	
Ability to use ICT to raise achievement and as a management tool		✓
Ability to provide high quality teaching to students of all abilities	✓	
Leadership experience, including managing staff and students	✓	
Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work	✓	
Demonstrable experience of improving student outcomes		✓
Excellent student behaviour management skills	✓	
Ability to provide high-quality outcomes	✓	
Experience as a form tutor and/or pastoral work	✓	
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, achievement of academy aims, and to the efficient running of departments	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
Knowledge and understanding		
Requirements for effective statutory inclusion	✓	
Developing differentiated schemes of learning	✓	
Knowledge of effective target setting strategies	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
Safeguarding	✓	
Equal opportunities		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Deputy Head of Sixth Form

Vacancy Description: Permanent, Full Time

Vacancy Location: City of London Academy Highgate Hill

Vacancy Closing Date: 10.00am Wednesday 21 January 2026

Submission: Applications must be submitted via the TES portal on the following link: <https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

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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