CANDIDATE INFORMATION PACK

CITY OF LONDON ACADEMY SOUTHWARK

Job Title: Raising Aspirations/ Careers Coordinator Sixth Form

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

CITY OF LONDON ACADEMY SOUTHWARK

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,

Mark Emmerson
Chief Executive Officer

CITY OF LONDON ACADEMY SOUTHWARK

WHO WE ARE

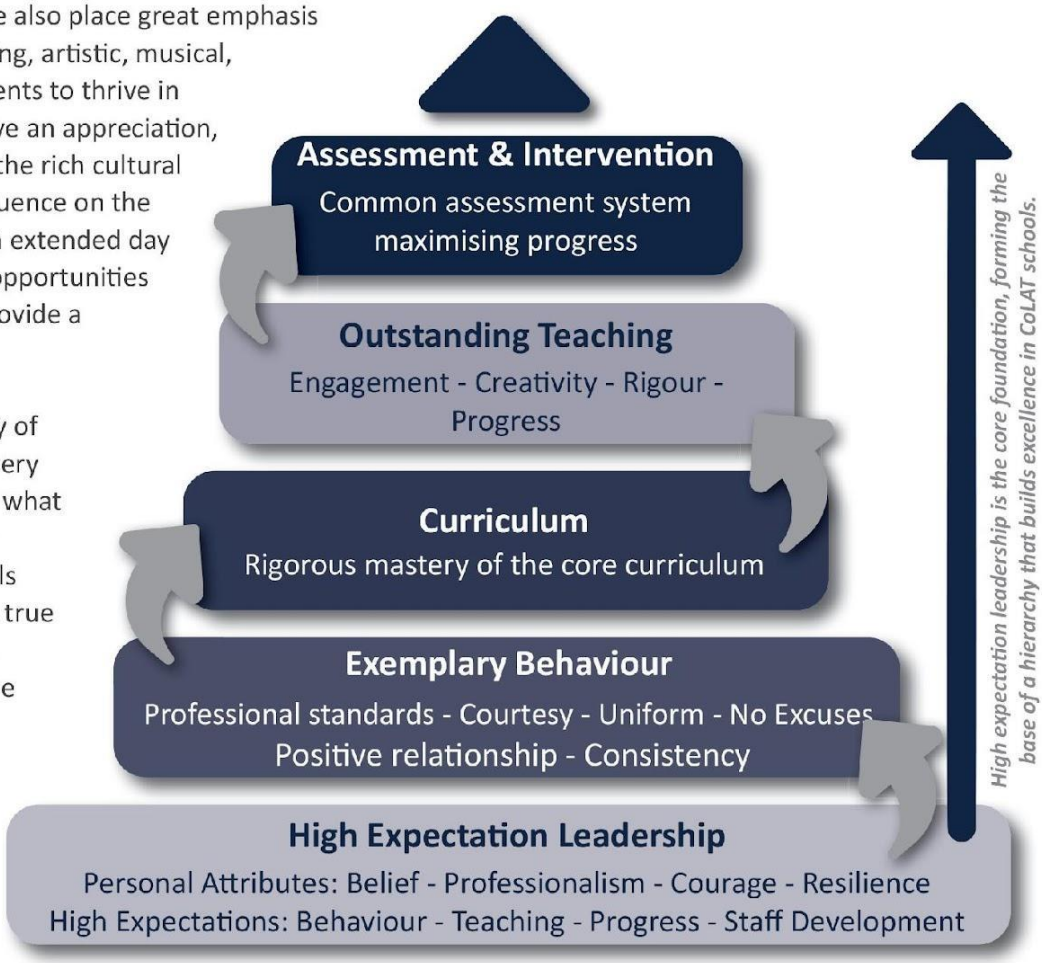
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

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.



CITY OF LONDON ACADEMY SOUTHWARK

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**

Principal's Welcome

The City of London Academy Southwark (CoLA-S), has been recognised as one of the most improved schools in the country at both GCSE and A-Level, and now sits in the top 20% for progress and attainment for both. In the five years from Summer 2019 to Summer 2024, A-Level A*-B outcomes have improved from 36% to 60%, a jump in ALPS progress scores from 7 to 3. At GCSE, the academy's progress score has improved by +0.97 to a P.8 in 2024 of 0.48. In this time, En/Ma 5+ outcomes have also improved from 36% to 63%. The academy is transforming the life chances of our students; but we're not done yet. In the summer of 2027, the academy's target is to be in the top 1% nationally for A-Level and GCSE outcomes.

How we've achieved this transformation is important to understand if you are considering working with us. Students thrive because we have instilled a nurturing, but highly academic and ambitious environment. The walls of the academy are adorned with the images of the most successful past students. On a termly basis, we celebrate the top academic performer alongside the most improved academic performer, in every year group, every term, in a whole school assembly. We live out the Trust-wide approach to running a 'Warm/Strict' school, with our own mantra of **'Good-Vibes/High-Expectations'**. Therefore, if you want to work in a positive, open and supportive environment to change young people's lives for the better, then look no further.

However, in order to flourish as a colleague at CoLA-S, you need to be prepared to work hard, embrace feedback, and live out our guiding value of ***Integritas*** on a daily basis. To us, *Integritas* means doing the right thing and owning your mistakes. Every half-term we anoint one student from the CoLA-S community our '*Integritas* winner'; the most highly prized accolade available to students. With it comes lunch with the Principal, the prestigious *Integritas* tie, and a life-time of respect. We expect our colleagues to live out this value to its fullest extent.

Our success has also been built upon rigorous planning. Our academic curriculums are built from threshold concepts specific to the subject discipline whilst the pastoral curriculum develops the whole child, enabling them to understand their role in a global world. This resonates with the academy's purpose; the ***Exploration of Life***, as we know our students must leave CoLA-S fully abreast of the best of what has been thought, said and written from our collective humanity.

By joining CoLA-S you will become a part of the City of London family which includes over twenty other schools across the private and state sector as well as many guilds and organisations. We are sponsored by the City of London Corporation, an elected body that looks after the business district around St Paul's. Our relationship with the City fosters collaboration with exceptional educators across our affiliated schools.

The City of London Academy is well respected by the Bermondsey and Rotherhithe community. We are proud of what we have to offer and invite you to find out more. We would encourage you to contact the academy and see what is happening on the ground.

Michael Baxter, Principal

CITY OF LONDON ACADEMY SOUTHWARK

Post: Raising Aspirations/Careers Coordinator Sixth Form

Accountable to: Vice Principal Sixth Form and dotted line to AAP Pathways KS4 and KS5

Post Type: Permanent

Grade/Range: JE6 Scale points 21 – 25

Salary: £35,172.83 - £37,344.23 which has been pro'rata'd from £39,216 - £41,637 as the full time equivalent.

Working Pattern: Full time, 35 hours per week, Monday – Friday 9am - 5pm, 40 weeks a year. This role is required on site, there is no home-working. This is term time only plus one week.

Location: City of London Academy, Southwark

Disclosure Level: Enhanced DBS

Job Purpose To assist the Sixth Form team with promoting the very highest standards of behaviour and self-respect, so that all students aim high and therefore make excellent progress during their time at CoLA6.

To oversee the careers provision within the sixth form including maintaining and growing networks with external organisations that will provide opportunities for students to experience a range of careers and activities to support their personal development.

In conjunction with the Director of Oxbridge and Biomedical Admissions to promote applications for Medicine, Dentistry and Veterinary Science and any degrees at Oxbridge and develop and oversee a programme of support to prepare students for every aspect of their application. The goal is to increase the number of students that apply for these options and to increase the proportion of students that are successful in gaining an offer.

Key Accountabilities

Support for Pupils

- To engage and establish relationships with all students in the year groups and to become accepted as a person to whom they can turn for guidance and mentoring
- To liaise with the student voice coordinator to ensure that the views of students within the year groups are represented in the Academy
- To be able to use student data to identify students that are underachieving and need support
- To assist in the promotion of extra-curricular activities within the year and to encourage participation in cross curricular competitions and events. This will include the supervision of the MOOCs programme.
- To run a critical thinking/aim high group on a weekly basis.
- To mentor identified individuals and small groups of students in your year as required. ·
- To work with the year team to support children to overcome barriers to learning both inside and outside the school, ensuring their integration to lessons wherever possible.
- To provide a range of academic support sessions after school to support target students.
- To support in raising aspirations of all post 16 students through various means including coordinating extra-curricular activities, and organising and leading trips.
- To support students with post 18 progression i.e. with UCAS applications, and applications for apprenticeships.

- To coordinate with outside organisations and individuals to provide opportunities for enrichment/careers for students.
- To oversee all aspects of communication relating to the sixth form, including on the school website and various social media platforms with the goal of promoting the sixth form to the wider school and the local community
- To oversee all aspects of 16-18 careers provision ensuring all students have access to both informed careers advice and the opportunities to explore the world of work through a range of external opportunities
- To organise and manage the year 12 Work Experience Programme (in conjunction with the VP/AP of Sixth Form)
- To oversee the maintenance and development of a high quality Careers and Higher Education Reference Library including computer based and internet access to material;
- To collaborate with the Head of Careers in organising other careers events including the School Careers Fair, options & HE days/evenings, Employer Insight days, HE fairs etc
- To collaborate with the Director of Sixth Form/Heads of Year regarding the delivery of a planned programme of lessons and activities for careers education as appropriate, including developing employability skills
- To build links with business, industry and the professions, and arrange regular input from these areas to provide information on employment and training opportunities
- To keep up to date on labour market trends and HE developments including sponsorship and apprenticeships
- To provide students with support in preparing for the application, including obtaining relevant work experience and being put in touch with useful contacts within their subject area.
- To raise the profile of Oxford and Cambridge for all potential Oxbridge students to ensure that all students that have the academic potential have all the information and encouragement they need to make an informed decision
- To provide discussion and feedback on the UCAS personal statement (and Cambridge Supplementary Admissions Questionnaire, if relevant)
- To support when booking and preparing for admissions tests.
- To set up a preparation programme for interview including a series of mock interviews for each candidate
- To network with Medicine and Oxbridge Admissions Tutors, outlining the application process and tips on how to submit a successful application.
- To set up and oversee a weekly programme of seminars, covering topics such as the application process, super-curricular activities, making a competitive application, how to choose a college, interviews, personal statements, entrance tests, and written work. Regular group meetings, discussing and debating big questions from all academic areas to improve confidence and public speaking skills.
- To arrange visits exclusively for CoLA-6 to Oxford and/or Cambridge Colleges.
- In conjunction with the Director of Sixth Form make contact with CoIA alumni and other former students from the local area who have attended either Oxford or Cambridge, giving their advice and discussing their experiences.
- In conjunction with the learning resource manager develop and maintain the resources to support applications to medicine and Oxbridge
- Liaise with teachers, tutors, and the Sixth Form team in order to provide the best support
- To provide information to parents to help them support and encourage their child with application and to address any concerns they may have
- Work with the marketing team to ensure that Oxbridge offers/places are communicated to the wider local community and the local press
- Gain feedback from students, and where possible, admissions teams in order to continually improve the support provided to students
- To liaise with the AAP for Pathways KS4 and KS5 to ensure that the KS4 Scholars Programme complements the KS5 programme and to create links between students on the KS5 and KS4 programme.

Support for Teachers

- To assist tutors in the effective use of planners as laid out in the Academy's behaviour for learning and rewards policy
- To attend Parents Evenings and parent meetings and other school functions · To undertake supervisory duties as required including at times including covering the Learning Resource Centre daily when the Learning Resource Manager is at lunch.
- To supervise the Learning Resource Centre from 4-5pm when not running other activities.
- To attend relevant meetings to provide feedback on student progress and achievement. · To support the tutors and year team with the UCAS process.
- To attend morning briefing sessions with the Year Team and student support meetings when required.

Support for the Academy

- To assist in the day to day smooth running of the year team
- To work with Tutors and the MIS team to ensure the accurate recording of registers to help ensure excellent levels of attendance and punctuality within the year group
- To assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality
- To support the Academy Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within the year group
- To assist in the administration and effective use of the Academy's sanctions systems within the year group
- To assistant with Student Panels
- To assist with communications with parents and carers
- To take part in assemblies and celebrations within the year group that are designed to develop awareness and understanding of social, moral, spiritual, cultural aspects of education as well as local, national and global issues
- To promote the highest standards of behaviour and business dress within the year groups. · To attend the joint pastoral team meetings

Other

- Undertake such other duties as reasonable that correspond to the general character of the post and commensurate with roles of this level within the Academy as required by the Principal, Vice Principal, and Head of Learning
- To provide support and cover to the sixth form reception area as required

Statutory

- To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning
- To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity

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. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

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.

Confidentiality
We expect all staff ensure that confidentiality is maintained and work in line with agreed City of London Academies Trust's policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General
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. Undertake any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

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 the Standards Team.

Person Specification: Raising Aspirations/Careers Coordinator Sixth Form

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 schools and 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		
Good degree	✓	
Experience, Skills, Knowledge and Personal Qualities		
Ability to relate well to young people	✓	
An understanding of the role of professionals working in the school environment	✓	
Basic understanding of child development and learning	✓	
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	✓	
Evidence of good organisational skills	✓	
Good interpersonal skills	✓	
Good communication skills	✓	
Ability to write clear concise reports	✓	
Ability to motivate and to effectively manage groups of people in large numbers and individually	✓	
Good IT and keyboard skills	✓	
Ability to work as part of a team	✓	
Ability to work with minimum supervision	✓	
Ability to maintain confidentiality	✓	
Experience of working in an inner city school		✓
Ability to promote students' progress in a variety of ways		✓
A basic understanding of the national curriculum		✓

Ability to communicate effectively with students, staff, parents and external agencies		✓
Experience of working with young people in supporting their career choices		✓
Experience with supporting students with university applications including to Oxbridge and Medicine/Dentistry		✓
Experience of communicating effectively with a wider audience e.g through social media		✓
Commitment and contribution to Academy Equal Opportunities Policy	✓	
To have self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓	
Be flexible to adapt to changing workload demands and new school challenges	✓	
Willingness to undergo first aid training	✓	
To be punctual, trustworthy and honest	✓	
Willingness to attend courses relevant to role	✓	
To be interested in students as individuals, in how they learn and be committed to the comprehensive ideal	✓	
To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues	✓	
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students	✓	
Personal commitment to continuous self-development	✓	
A commitment to the vision, aims and objectives of the City of London Academy	✓	
To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	✓	
Other		
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 An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓	

CITY OF LONDON ACADEMY SOUTHWARK

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Raising Aspirations/Careers Coordinator Sixth Form

Vacancy Description: **Permanent, Full time - 35 hours per week, 40 weeks per year, term time plus 1 week**

Vacancy Location: Detail as advertised

Vacancy Closing Date: Detail as advertised

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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