



**CORE**  
EDUCATION  
TRUST

**OPTIMISM • AMBITION • ONENESS**

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City Academy  
Information Pack  
May 2021



Thank you for your interest in working for CORE Education Trust. I co-founded the Trust in 2015 and remain very much “hands-on” in my approach to leading the Trust. However, I am very clear that it is not my job to run our schools. We employ dynamic Headteachers and senior leaders and we give them a clear mandate to lead on delivering a CORE education in the local context of each of our schools. These schools are at the heart of the communities they serve. As a sponsor, we are committed to understanding the local contexts and we provide solutions, resources and innovation on that basis.

Our CORE Values inspire everything we do. This is supported by our new long-term vision which is defined through a relentless emphasis on optimism, ambition and oneness. This builds on our strong team ethos and a culture of purpose and belonging. We thrive on diversity and work hard to create school environments that are open, outward facing, creative and dynamic.

You can read much more about our ethos, culture and history through the many archive news stories on the internet. We have had an eventful journey to this point! What I hope you will recognise about that history is that we are a resilient and courageous MAT. We dare to step into situations that are challenging, and we seek bold solutions because that is what we believe our children deserve. Each school we take on has its own distinctive identity and therefore its own distinctive rewards and challenges.

A quick look at our social media profiles will enable you to get a sense of those different contexts. As well as finding out as much as you can about the school at which the role you are applying for is based, I would also encourage you to fully understand the nuanced details of the Trust’s wider work through projects such as Echo Eternal before submitting an application.

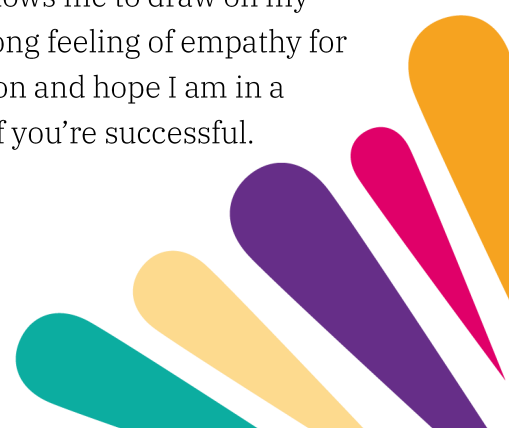
We would also ask that you consider how our values chime with your own sense of how schools should be run and how children are best served through our education system. We want all our staff to consider themselves as learners and leaders, regardless of their job role.

CORE Education has become a happy home for many staff who have worked in other environments and perhaps found it difficult to fit in. We embrace individuality of thought and celebrate that we are an employer who cares passionately about its employees, people with an incredibly diverse range of backgrounds and experiences. I have worked at every level from Teaching Assistant to Headteacher and just about every job in between. I have also worked or had experience in almost every sector of education.

I am therefore proud to now be able to lead a Trust in a way that allows me to draw on my direct experiences and go about my day to day business with a strong feeling of empathy for every one of our staff. I wish you every success with your application and hope I am in a position to personally congratulate you and say “welcome home” if you’re successful.



**Adrian Packer CBE**  
CORE Education Trust Founder and CEO





**WE BELIEVE IN THE POWER OF EDUCATION TO INSPIRE, TO ENABLE, AND TO ENRICH EVERY LIFE.**

## **COLLABORATION**

We join in and contribute.  
We are outward facing and open to new possibilities.



## **OPPORTUNITY**

We combine imagination with daring.  
We seek out experiences beyond the ordinary.

## **RESPECT**

We cherish the richness of difference.  
We take time to understand each other.



## **EXCELLENCE**

We nurture each other and invest in ourselves. We're proud of our achievements, yet always aiming higher.

# OUR SCHOOLS

Based in Birmingham, we are committed to delivering the best possible experiences across our Academy schools. We are here to transform young people's lives and build ambitious futures through Collaboration, Opportunity, Respect and Excellence.

We are proud that each of our schools has its own distinctive character. Our Headteachers lead their schools in the best interests of their students and their families in a local context. However, all our schools are united in their passion and commitment to deliver a CORE Education.



**ARENA**  
ACADEMY



**CITY**  
ACADEMY



**JEWELLERY  
QUARTER**  
ACADEMY



**ROCKWOOD**  
ACADEMY

## WE PROMOTE A CULTURALLY RICH COMMUNITY AND LEARNING PROJECTS THROUGH PARTNERSHIPS.

- You will have access to a CPD strategy that is designed to support the career aspirations of all staff to help them realise their potential.
- You will be given the opportunity to engage with cross-trust activities that connect students and staff to their wider family of schools/peers across the city.
- You will have access to experienced mentors who have a strong track record of developing staff.
- All employees, regardless of hours worked or length of service, are entitled to up to 52 weeks maternity leave, including paternity and adoption leave.
- We are proud to be a living wage employer, which means fair and competitive wage to all CORE Education Trust Employees.
- All staff are automatically opted in for the award-winning Westfield Health employee assist programme.

# OUR BENEFITS



## **WHICH ELEMENTS OF YOUR JOB GIVE YOU THE MOST SATISFACTION?**

“Developing my skills, being able to clarify and perfect these skills and my teaching, being able to teach my subject with progress being made.”

“When I can see the positive impact of the work I have done on both colleagues and students. I very much appreciate the autonomy of my role, and the professional trust I am afforded by my line manager. This makes me feel valued and appreciated as an employee.

“Seeing the opportunities that arise for both staff and students. To see students totally engaged with learning through the amazing teaching staff.”

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## **I AM PROUD TO BE A PART OF CORE EDUCATION TRUST BECAUSE..**

“All CORE values protect and respect students and teachers for their individualities while it provides them with opportunities to improve academically and professionally.”

“I am proud to be a part of an inclusive school that strives towards excellence despite challenging circumstances.”

“We are given good CPD opportunities and extra facilities. For example, the annual Delivering a CORE Education conference which allows connections to be made.”





**CITY  
ACADEMY**

At City Academy, we believe that all students, whatever their background, have a right to an academically rigorous and culturally rich education.

We promote an ethos of Collaboration, Opportunity, Respect and Excellence. All students are encouraged to maintain self-discipline, be accepting of everyone and build positive relationships with staff and the wider community.

At City Academy, we push students to grow and develop academically, socially and personally, enabling them to leave school as confident, well rounded young adults.

## **INSIDE THE CLASSROOM**

The quality of the curriculum at City Academy is fundamental in ensuring that all our students can achieve their full potential.

The curriculum is the heart of the school, underpinning student achievement and progress, whilst also reflecting and influencing the school's wider culture and ethos. We fully believe that our curriculum is more than a set of exam results, it is the development of happy, curious, kind, knowledgeable and successful citizens, who can help shape the world into a better place.

The curriculum at City Academy is effectively designed and implemented and provides a strong foundation that enables our teachers to thrive and truly enjoy their work, so they can imbue their students with a lifetime love of their subject.



## **OUTSIDE THE CLASSROOM**

We aim to utilise the extensive wealth of opportunity within the city through visits to businesses, colleges, and universities. We do this to enhance the student experience and ensure that students are fully prepared for life after school whether that be further and higher education or apprenticeships and work.

At City Academy, students benefit from a range of established partnerships and projects, such as Lion Heart, Bringing Hope and sessions with the City of Birmingham Rockets Basketball Club. This is in addition to the wealth of performing arts opportunities available in the form of the COREUs choir and CORE Education Trust's, Echo Eternal.




# JOB DESCRIPTION

<b>Job Title:</b>	Assistant Head of English (KS3)	<b>Reporting to:</b>	Head of English
<b>Location:</b>	City Academy	<b>Annual salary:</b>	MPS/UPS + TLR 2a £2,873
<b>Contract type:</b>	Full time, Permanent	<b>Hours of work:</b>	Monday – Friday 32.5 hours per week

## JOB PURPOSE AND RESPONSIBILITIES

- Leading the development of the curriculum, teaching and learning and assessment across KS3 English, including the development of appropriate syllabus, schemes of work, lesson plans, resources, and assessment materials.
- Inspiring and developing your team to offer all students a great education in a stimulating environment, providing equality of opportunity for all.
- Managing staff who teach and/or support the teaching of KS3 English, supporting their development and ensuring consistent high quality teaching for all students.
- Providing professional support and guidance to colleagues, including modelling effective strategies relating to behaviour for learning; teaching, learning and assessment; intervention and enrichment.
- Ensuring staff are afforded opportunities to collaborate in order to drive continuous improvement and high-quality professional development.
- Co-ordinating assessment and progress tracking of all students within English, setting ambitious targets, identifying the need for intervention when students fall behind and successfully securing the good progress of all students.
- Supporting the development of oracy and literacy across the curriculum, ensuring that all staff contribute to the development of these core skills through effective cross-curricular approaches.
- Participating in the life of the school to ensure all students benefit from high quality pastoral support and a range of enrichment opportunities.
- Taking an active responsibility for the safeguarding and welfare of all students within the academy.
- To raise standards of student attainment and achievement within the English faculty and to monitor and support student progress, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Head of School.
- To raise the profile of English, instilling a love of English within the school community and creating opportunities to deepen learning through cross-curricular links.
- To develop and embed school-wide approaches to oracy, literacy and numeracy within the English department.

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- To support the development and enhancement of the teaching practice of staff within the faculty by ensuring accurate feedback is given to staff on their classroom practice which will enable them to improve performance in line with school objectives.
  - To use data effectively to track student progress, ensuring that appropriate intervention activities are provided for students who fall behind so that all students make good progress.
  - To coordinate a range of intervention and enrichment opportunities including study support after school, weekends, and holiday programmes.
  - To effectively use student performance data and student and staff target-setting so that this impacts on classroom practice and contributes to raising achievement.
  - To encourage an environment that enables people to perform at their best and underpins effective relationships.
  - To actively monitor student progress and ensure plans are in place for students who are at risk of underachieving.
  - To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and the aims, objectives and strategic plans of the school.
  - To motivate colleagues and encourage collaboration within the department and with colleagues across the school.
  - To be involved in identifying staff development needs and ensure that appropriate programmes are designed to meet such needs.
  - To be involved in the application of ICT in the department including the development of resources.
  - To monitor standards of student classwork, marking, homework and teacher assessment through regular book scrutiny, learning walks and data meetings.
  - To keep up to date with national developments in the curriculum area, teaching practice and methodology and actively monitor and respond to curriculum development and initiatives at national, regional, local and school levels.
  - To act as a role model within KS3 English for students and staff by consistently demonstrating best practice as reflected in learning policies and Academy practices.
  - To attend and where appropriate, lead meetings which come under current responsibilities for example, departmental or CPD.
  - To participate in and carry out any administrative and organisational tasks within the remit of the School Teachers' Pay and Conditions document.
  - To complete any other duties deemed appropriate to the grade and workload as requested by the Head of School or the Leadership Team.
  - To participate in the operation of the Academy's Performance Management Scheme.
  - Such other duties as may be appropriate to achieve the objectives of the post or assist the Senior Leadership Team in the fulfilment of faculty and academy objectives commensurate with the post holder's salary grade, abilities and aptitudes.





## **SPECIAL CONDITIONS OF EMPLOYMENT**

### **REHABILITATION OF OFFENDERS ACT 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **HEALTH AND SAFETY**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **EQUALITY AND DIVERSITY**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **TRAINING AND DEVELOPMENT**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



## MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

<b>Job Description Reviewed on:</b>	Head of School
<b>Job Description Reviewed by:</b>	April 2020

# PERSON SPECIFICATION



<b>Job Title:</b>	Assistant Head of English (KS3)	<b>Reporting to:</b>	Head of English
<b>Salary:</b>	MPS/UPS + TLR 2a £2,873	<b>Location:</b>	City Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of students and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
<ul style="list-style-type: none"> <li>Degree or equivalent.</li> <li>Masters in a relevant subject area.</li> <li>Qualified teacher status.</li> <li>Evidence of and commitment to continuing professional development.</li> </ul>	X  X X	X
<b>Experience, Knowledge, Skills /Competencies</b>		
<ul style="list-style-type: none"> <li>Successful school teaching experience with experience of teaching across the age and ability range.</li> <li>Well-developed subject knowledge.</li> <li>Knowledge and understanding of the theory and practice of effective teaching and learning.</li> <li>Knowledge and understanding of key policies in particular: health and safety, child protection, SEND and their implementation in schools.</li> </ul>	X  X X X	
<ul style="list-style-type: none"> <li>The ability to develop and maintain outstanding relationships with other staff, students, and their parents.</li> <li>In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning.</li> </ul>	X  X	



<ul style="list-style-type: none"> <li>• Plan, prepare and deliver stimulating and engaging lessons, which make effective use of cross curricular links and teach children how to learn.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Assess and record the progress of students' learning to inform next steps and monitor progress.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Teach using an increasingly wide range of teaching strategies to meet different learning needs and abilities.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Successfully deploy a wide range of effective behaviour management strategies.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Line management experience.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of middle leadership.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Communicate effectively both verbally and in writing, to a range of audiences.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Make effective use of ICT across the curriculum when teaching and planning.</li> </ul>	X	
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>• Demonstrate resilience, the ability to work under pressure and meet deadlines.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to think strategically, creatively and to prioritise.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Excellent communication skills (including written, oral and presentation skills).</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• A commitment to CORE Education Trust's vision, values, aims and the objectives of its academies programme.</li> </ul>	X	

# HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Head of School, Rebecca Bakewell at [rbakewell@corecity.academy](mailto:rbakewell@corecity.academy).

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to [recruitment@core-education.co.uk](mailto:recruitment@core-education.co.uk) by **Tuesday 25th May 2021**.

For more information visit our website, [core-education.co.uk/work-with-us](http://core-education.co.uk/work-with-us)

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**CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.**



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Heads of School: Rebecca Bakewell &  
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DELIVERING A **CORE** EDUCATION