

a folio education trust school



COOMBE
WOOD
SCHOOL

Teaching Assistant

For Autumn 2019
Candidate Information Pack



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<http://www.cws-croydon.co.uk/>

30 Melville Avenue, South Croydon, CR2 7HY

Coombe Wood School is less than a year old and working well in its erudite, temporary building: the determination and enthusiasm of Folio is driving the progress to establish the permanent, successful school. This pack is designed to introduce the ethos, values and high expectations of this new free school within the Trust.

We hope you will find this inspiring and if you buy into this vision, your application will be welcome.



Welcome from the Chief Executive Officer



Dear Candidate,

Thank you for your interest in this unusual, thrilling project to build a brand new school. This offers a unique opportunity for the staff to shape and influence the future of many Croydon students and lead the development of fresh, innovative subject delivery in a modern, multi-purpose learning environment.

The success of our Free School bid was underpinned by the distinctive ethos that contributed to the “Outstanding” Ofsted inspection at WCGS (January 2017), the other secondary phase school in Folio Education Trust. Consequently, the team at Folio are keen that this is shared and developed at Coombe Wood School and they buy into and embody this ethos, while developing what is unique to the new school. However, they will also need the strength of character to adapt these underlying aims to suit the growing needs of our new student demographic: this is a rare opportunity as our cohorts come together from varied geographical locations with no previous connections, just a strong desire to be part of a very different new school and the excitement that innovation brings.

Although our state-of-the-art facilities are a building site, work is progressing fast, parents’ commitment to our Core Ideology, and the potential future we have outlined for their children at our information evenings has resulted in two years of oversubscription for places.

Joining a dynamic team will offer you ready access to expertise and support within the Trust, but the flexibility and independence to develop your career. If you are up for this challenge, then read on and apply to join us on the journey to create something unique.

Yours faithfully,

Jonathan Wilden
Chief Executive Officer
Folio Education Trust

Welcome from the Headteacher



Dear Candidate,

Welcome to Coombe Wood School and the opportunity to be a part of a hugely demanding but rewarding project. If you relish a challenge, thrive on responsibility and have high levels of resilience and adaptability to take on new roles then please read on!

If you genuinely believe that core characteristics of successful sports people - Teamwork, Respect, Enjoyment, Discipline, Sportsmanship – are characteristics that when displayed by young learners, will equally lead to success in the classroom, you are aligned with our core values.

I am looking for passionate staff who strive to help students understand what their very best looks like, and then work extremely hard to help students reach their best every day, because teaching matters every day.

In return I want to make your working experience at CWS one where you can do what you do what you came in to the profession to do – support delivery in the classrooms, work with young people, enable our students to access learning opportunities and to 'improve your craft' on a very regular basis.

Successful candidates will join a conscientious and vibrant team that currently consists of 22 teachers and 5 support staff, increasing significantly year on year, so we have the unique opportunity to be able to only put into place the things that make a positive difference to students and nothing else – including excessive and ineffective marking! If it doesn't make a positive difference to the whole child, let's not do it.

You will also never be alone. My job and that of my leadership group is to serve the students and serve you, the staff and to help protect the most precious thing in our school – the learning environments.

Opportunities will be many and varied for ambitious staff who produce outstanding results.

If your work ethic and educational values are aligned with mine and if you are passionate about the role that Health Related Fitness can play in developing resilient and determined young learners, then I would love to hear from you.

Yours faithfully,

Mr B Laker
Headteacher
Coombe Wood School

Mission Statement



Displaying and developing the human values of teamwork, respect, enjoyment, discipline and sportsmanship in our daily lives, as we journey together towards discovering and reaching our true personal bests.

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

As part of Folio Education Trust, Coombe Wood School will support and promote their core ideology and long term vision on both a national and global stage. All students, parents, carers and staff will be expected to embrace and actively work towards the school's Core Values. These will act as a guiding light to determine our words and actions as we all develop into more confident adults and young people. Sport and the values it projects will be at the heart of our school epitomised as follows:

Teamwork – children working with their friends, parents and teacher to solve a challenging mathematical problem. Collaboration often leads to better outcomes.

Respect – treating others as you would wish to be treated when a mistake is made in carrying out a science experiment. It's ok to get things wrong, as long as you learn from your mistakes.

Enjoyment – life moves too fast not to enjoy school. We will encourage all students to take every opportunity on offer and participate to the best of their ability in activities such as a school play or one of the school's sports teams.

Discipline – structure liberates and so a set of clear expectations for parents, staff and children will ensure our community is organised, positive and collaborative. All of these stakeholders are essential to achieving an outstanding education and should agree to these expectations through our Home-School-Agreement.

Sportsmanship – by showing empathy we can intensify our celebration of people's achievements. We can also offer the necessary support to ensure we all reach our personal best together.

School Context



To meet the local rising demand, CWS opened its two-year temporary accommodation in South Croydon in September 2018 to 180 Year 7 students. When full it will offer a maximum of 1680 school places. South Croydon is a combination of mixed housing with leafy suburbs.

Following a hugely successful opening period, CWS welcomed 2,500 people to its open evening in mid-September last year and has received in excess of 1,200 applications for 180 Year 7 places for September 2019.





The temporary and the future permanent accommodation are both located on a beautiful expansive green site opposite Lloyd Park in South Croydon, 150 metres from Lloyd Park tram stop. Beyond the £35 million new-build on our 75-acre site, we still have extensive green space at our disposal with outdoor learning opportunities including amphitheatres, chickens and bee keeping facilities already in the planning to enrich our students' life skills and experiences. Further details on this are in the facilities section.

Coombe Wood School students walk into lessons alive, engaged, resilient, respectful, empathetic and confident young learners as a result of positive and personalised Health Related Fitness experiences throughout the school day. They derive from a range of geographic locations and socio-economic backgrounds with a number requiring the specialist support of our Transition class; this enables them to better access the secondary curriculum. Having worked hard to establish clear expectations, our students are a pleasure to teach.

Student Experience – Learning



Curricular Features

The focus on learning and teaching at CWS is relentless. Whether it be teachers planning exciting lessons, students engaging and working to their very best, parents sending their children to school in stunning uniform after a good night's sleep or indeed the support staff at CWS making sure everything runs smoothly, it is fair to say that many people invest time every day in making our classrooms special places of learning. Our job is to make sure they stay special, every lesson, every day. That is why the leadership group visit every lesson every day and staff benefit from regular learning and teaching development sessions, looking for new ways to improve their teaching styles and techniques. In addition to this, all staff will be training as examiners as part of their professional development so that when it comes to preparing students for GCSEs, they know what the markers are looking for and can pass on this expertise directly to their students.

As part of Folio Education Trust we have adopted many of the curriculum and assessment practices put in place by our partner school, Wallington County Grammar School, to further enhance the outstanding provision we offer to our students.

We do not just have happy students, we have students who are going places and who, as our mission statement says, are given every opportunity to discover and reach their true personal best.

CWS focuses upon three main academic strands which, for some students, may overlap to provide them with a well-rounded education full of opportunity and memorable experiences.

Strand 1: Sport and Health Related Fitness

Strand 2: Creative and the Performing Arts (a developing area that will begin to flourish more fully once in our permanent accommodation)

Strand 3: Academic Studies (including non-vocational subjects leading to FE)



Key Stages 3 and 4

Coombe Wood 'Lower School' will provide the necessary support mechanisms to ensure that all students transition from Key Stage 2 to Key Stage 3 with minimal disruption. This will be a particular challenge while still learning in temporary accommodation. The progress during our two-year Key Stage 3 will be monitored carefully to ensure all students acquire and develop the core skills necessary to make informed choices regarding which strand they are best suited to for Y9. By the time students arrive at Easter in Year 8 they should feel confident in their own ability, be able to choose the right GCSEs or Level 2 BTECs that will be on offer and are ready for the next stage in school life.

Sixth Form

Not all students will progress through to Key Stage 5. The Sixth Form pastoral care team will ensure that students are able to make informed choices which will include other Sixth Form colleges in the area. Our intention is that students do not stay at Coombe Wood School for reasons such as; familiarity, following the decisions of friends, etc. but will make decisions based upon aspirational career progression. For those students who choose to stay, their academic performance at GCSE will be of the highest level matching that of local selective provision. Their progress will be monitored by the school and the relevant targeted intervention applied. For those who choose to leave the school, their destinations will be monitored to ensure they find the right path. We will encourage the expectation that former students will continue to engage with Coombe Wood School to share pathway experiences with younger students. We expect the majority of Coombe Wood Sixth Form students to move into University study in the UK or to access the US College system with the support of the Trust.

At A level as well as at GCSE, CWS will draw and share expertise with its fellow trust member, Wallington County Grammar School (WCGS), to establish a curriculum offering that is academically strong and challenging where appropriate. This school, with a 0.81 Progress 8 score last year sits in the top three percent of schools nationwide for progress, from which CWS can draw useful experience.

This selective grammar school within Folio will in time support CWS with UCAS applications, progress to US colleges and other 'destination' support mechanisms.

The belief at CWS is academic excellence for all students, whatever their starting points. By holding high expectations for every student and by raising aspirations for everyone, we will ensure that outstanding teaching and excellent pastoral care combine to create one of the best schools in the country. In making progress well above national averages and adding value to all students, we will achieve excellent outcomes.

Lessons at CWS

Students at Coombe Wood School have 5, one hour lessons per day. Games lessons on a Friday morning are 90 minutes. Lessons at CWS should contain the following six strategies, this is what we believe makes an excellent lesson:

1. The big picture and measurable lesson objectives
2. Positive Behaviour and Environment for Learning
3. Differentiation
4. Assessment for Learning
5. Outstanding visible progress by all
6. Engagement and Enjoyment



Lessons are expected to be clearly planned, the saying 'structure liberates' is very true for teaching and consistency conveys and reinforces expectations for all our students. However, we do not want to 'straight jacket' our teachers. You will own your classroom and you have the flexibility to adapt our lesson structure according to individual requirements. We are looking for a sensible balance between common structure to bring a shape and focus to lessons whilst at the same time never wanting to curb or limit your creativity in delivering your subject.

Pastoral Care – The House system at CWS

Initially we have six houses named after people and places linked to Croydon history. Students and staff are assigned to houses and with the arrival of more year groups will create a vertical system bringing the age groups together and fostering healthy competition in creative and performing arts, sports and academic challenges.

Health Related Fitness

Coombe Wood School is not a 'sports college'. We are a school that has a relentless focus on Health Related Fitness through our core values – TEAMWORK, RESPECT, ENJOYMENT, DISCIPLINE and SPORTSMANSHIP. We are striving to become the healthiest school in the country.

Every student follows an individual HRF plan, which motivates them to make remarkable HRF progress. This happens in an individual and private way, from the student who has never played sport or even thought about HRF before, to our elite athletes (some, but not all, of whom may have gained a place via our sporting aptitude assessment) who are already competing at a high standard of sport outside of school – and everyone in between. With the latest fitness tracking technology in place, our less confident HRF students can visibly see themselves getting fitter, this is likely to inspire them to want to compete in a chosen sport. Games lessons and after school clubs, all delivered by our professional coaching partners, gives them the platform to begin to do this, as do our sporting house competitions.

We have committed to investing in MyZone technology to provide HRF monitoring belts for every student. Using MyZone will mean the teachers will be truly engaged with every aspect of the students' health providing motivation and rewarding effort whilst allowing the students to flourish in the development of their health and wellbeing. Coombe Wood School has secured the services of Adam Daniel MBA who is the Lead Educator for MyZone to support the PE team in effectively integrating MyZone into the Health Related Fitness Programme.

HRF is not competitive between students; the only competition is each student pushing themselves along. The systems and technology we have in place enables students to see and take inspiration from the progress they are making on a daily basis. We are rigorous in ensuring that no student 'slips through the net' and is allowed to ignore their HRF plans. We celebrate the HRF progress students make but equally they are not allowed to be passive in this area. Our HRF programme is a real and positive step towards better student well-being, self-esteem, confidence and concentration.



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Appraisal and CPD

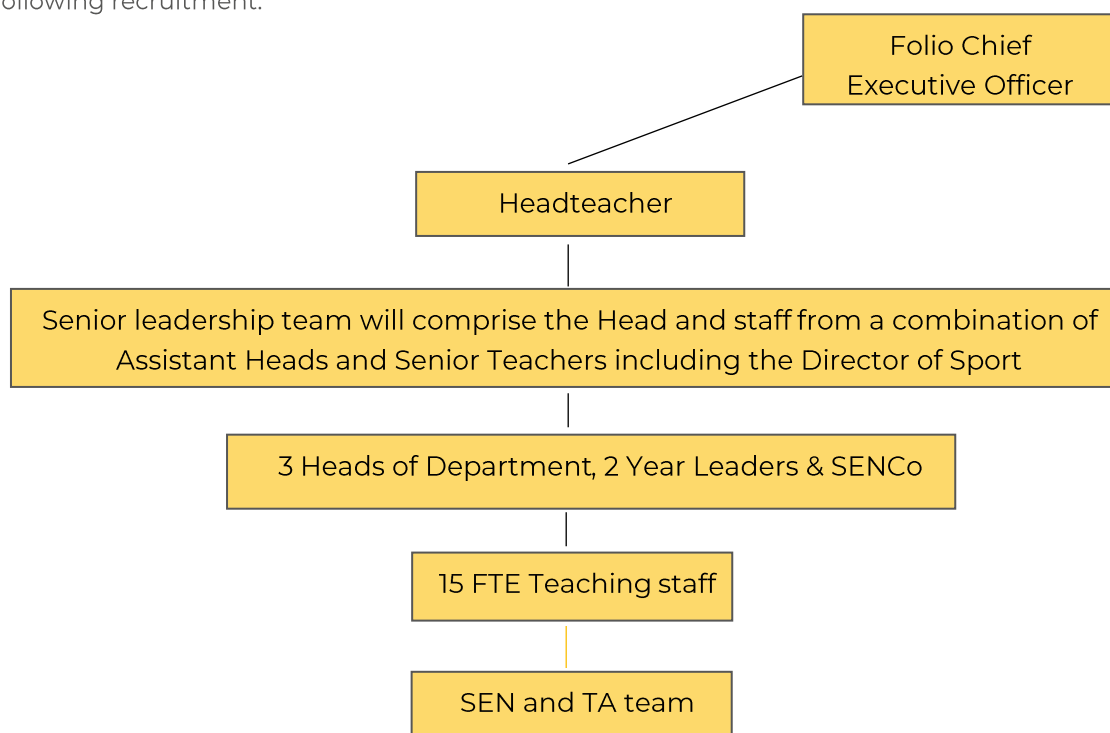


All staff (teaching and support) will meet individually for 15-20 minutes with the Headteacher in the Summer term to build upon the job description and is the opportunity to agree a focus for the academic year ahead, take ownership of how staff want to structure their professional growth and develop their key areas of interest. In particular, during the growth of the school there is ample potential for role development and this is an important meeting for staff to highlight the areas they feel they might like to explore.

Your CPD is something that we take very seriously. As a result, we have taken the unusual step of building nine INSET days to our academic calendar year in order to adequately cater for staff CPD requirements.

Staff Structure

Recruitment will complete the senior team outlined below; the SLT posts will be allocated following recruitment.



Facilities

Wates have been awarded the contract for the permanent buildings which are due for completion in July 2020. Over £35 million is to be invested in building a purpose built, state-of-the-art school funded by the EFSA, which will include enhanced sports facilities such as a competition venue within the sports hall for Basketball and Netball and a full-size 3G artificial surface.

In addition to the sporting facilities, Coombe Wood School aims to be a centre for the creative and performing arts developing close links with other providers and performance venues in the local area. We anticipate that these superb facilities will encourage our students to participate in their chosen activity in the evenings and at weekends, as well as creating a hub for extra-curricular activities for other children and members of the community in the local area. (Local Plan Ref: 662 - Coombe Road Playing Fields, CR0 5RB).



What the staff are saying:

'It has truly been a roller coaster so far, full of uphill challenges that sometimes cannot be expected, but also full of so many rewarding loop the loops!'

'I couldn't imagine anything better than working with such a close-knit and enthusiastic group of people who are striving to make a difference to Croydon. It is amazing to be able to mould the school and be a part of what will continue to be a huge project.'

'Working with more limited resources and space is certainly challenging but also throwing up new ways of doing things, some of which I will never look back from and it is also pushing me to realise strengths I didn't know I even had!'

'I wake up feeling full of purpose each morning to experience the blueprint coming to life.'

'Our core values prepare students to be productive citizens and simply kind people.'

'I could also never have imagined how vibrant every member of the team is, and their passion rubs off on me. I can feel myself becoming a better teacher through the ethos and systems of the school which are all put in place perfectly to protect the learning environments, and the pupils and parents/carers all understand and support these elements of the school. It's lovely that even the pupils feel that we are all part of the same family or team.'



Application procedure



For a confidential discussion on current vacancies please contact Jacqueline Baker our HR Manager careers@cws-croydon.co.uk

Please complete the Trust's application form – available for download at www.cws-croydon.co.uk/career-opportunities and return this with your supporting statement to careers@cws-croydon.co.uk.

PLEASE ENSURE YOUR NAME STARTS THE TITLE OF ANY DOCUMENTS SUBMITTED

In compliance with Safer Recruitment Guidelines CVs will not be accepted.

Closing Date: As stipulated on the advert

Interviews: As stipulated on the advert

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

Safer Recruitment

Folio Education Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At Coombe Wood School, we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice can be viewed on the website at www.cws-croydon.co.uk/career-opportunities

Key Dates for Coombe Wood School

These can be found on the school website.

Coombe Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Candidate Privacy notice can be found on the Folio website.



Teaching Assistant – Job Description

Salary Scale: £22,377 - £25,809 FTE (paid pro rata, e.g. SP7 for 30 hours £15,951)

Grade and Range: Grade 4 / 5 SPC 7-15

Working pattern: Term Time only, hours to be agreed 25 up to 36 hours per week

Duties:

The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop, vary or be refined over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.

Responsible to: Headteacher and SENCO

Responsible for: Efficient provision of necessary learning support and equipment to ensure high standards of safety and effective subject delivery.

The school is growing significantly over the next few years and the role may change as the school transfers to the state-of-the-art new £34M building housing modern purpose-built classes.

This role will support the school particularly with its SEND students.

Duties will include:

1. Support the work of Curriculum Areas as directed by teaching staff
2. To support teaching staff during lessons
3. To support individual students/an individual student in lessons to reduce barriers to learning
4. To manage the technical, administrative and resource provision across a range of subjects.

Teaching Assistant responsibilities: adhering to the professional standards for TAs

- Support teaching staff during lessons in the provision of all subjects across the age and ability range.
- Guide the intervention work of small groups or single students outside the main classroom
- Contribute to outstanding attainment and progress at all key stages
- Collecting and cataloguing of sundry worksheets, books, audio-visual aids and materials
- Gain an excellent working understanding of the learning needs of the students with whom you work. This may include liaising with colleagues and accessing attainment data and information from EHCPs/Educational Psychologist reports



- Enhance the quality of Teaching Assistant provision across the school through sharing resources and good practice and active participation in CPD
- Support Coombe Wood's aims and objectives for teaching and learning
- Show flexibility, innovation and intelligence in responding to the needs of the students and school as a whole.

General

- Supporting the input of student assessment data for internal targeted intervention strategies;
- Provide general administrative and clerical support for teachers as required including reprographics, display/preparation of materials;
- Support the supervision of groups of students in the after school work zone Mon-Fri 3.10 – 4.10pm
- Obtaining local purchases necessary for lessons and technician tasks.

Effective Day to Day Management:

To ensure the school's Health and Safety policy and the current Health and Safety regulations are adhered to and implemented

Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment.

Other duties

Participate in training and other learning activities as required

Attend and participate in regular meetings

Contribute to the wider life of the school if required

Perform all other reasonable requests from the Headteacher and Line Manager which maybe wide and varied especially in the first year.

Respect confidentiality at all times.

Outcomes

Coombe Wood School teaching and support staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with our ethos and our core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship is expected at all times.

Teaching Assistant - Person Specification



| Criteria | Essential | Preferred |
|--|-----------|-----------|
| Please note that training in school systems will be provided. | | |
| Qualifications | | |
| Educated to A level standard | x | |
| First degree or equivalent | | x |
| Knowledge, Skills and Experience | | |
| Adaptable to handle a multi-functioning role | x | |
| Highly organised with good time management skills and the ability to work under pressure and independently | x | |
| Adaptability and flexibility in working practices and the ability to use their initiative | x | |
| A high degree of professionalism in their approach to work and tasks set | x | |
| Communicate clearly with all sections of the School community both orally and in writing. | x | |
| Ability to handle sensitive issues keeping confidentiality as required. | x | |
| Knowledge of Microsoft Office and be confident in their use. Be willing to learn new computer systems | x | |
| Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role. | x | |
| Ability to adhere to working procedures and policies within the School environment. | x | |
| Ability to form good working relationships with colleagues, students and parents and work as part of a team | x | |
| Previous experience of working within a school science department/laboratory. | | x |
| An understanding of basic health and safety requirements. | x | |
| Attributes | | |
| <ul style="list-style-type: none"> • Demonstrate a positive, active and cooperative outlook • An approachable, accommodating attitude • High standards embracing honesty, integrity, loyalty and trustworthiness • Ability to be flexible, adaptable and know when to use own initiative • Able to remain calm and act sensibly under pressure • A good team player and collaborative worker • Present a good role model to students • Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community | | |

Folio Education Trust



We believe we are outstanding: not because we say it, but because we work hard at it. We are dedicated, committed and focused. We believe that every person will reach their personal best and overcome any challenge through a shared culture and ethos. We are dedicated to developing as successful individuals, creating a positive environment where all of us will learn. We will never fail, because we never give up. We believe in ourselves. We believe in each other.

Core Values – The system which helps guide our existence

Our 'values system' is shared by all academies within the Trust and is the cornerstone of our existence. It ensures that everything we do is with the young people in mind and promotes a culture and ethos which allows us all to BELIEVE.

Our Future – what do we want to see in 10 years?

Our Academy Trust will support academies that are the first choice of local families because of the 'gold standard' education that is provided. All academies within the Trust are student centred and this drives our decision making. Smiling faces are common place for students and staff as they are happy being part of the academy and part of a wider Trust community. Being educated as part of this Trust will mean something to not only the individual but also those who provide the next step of a young person's education, training or employment.

The service provision which helps drive the individual organisations within the Trust is focused on quality – listening, understanding and adjusting to meet the needs of those it is designed to serve. A main objective is to provide a system of self-challenge, self-improvement and collaboration with a shared passion to raise standards and allow all students to reach their personal best. No student or member of staff is neglected but inspired to develop improved life chances and live long and happy lives. As part of the collaboration between academies there is a desire to research pedagogy and the importance of Health and Well-Being to influence social change to remove the barriers which affect mental health and access to the opportunities for discovering and reaching personal best. Every person deserves the best and the Trust will do what it takes to deliver this while ensuring efficiencies and economies of scale which deliver outcomes beyond outstanding on a global scale/

Long term goal on a national scale

Contribute towards the changing face of British Education and be one of the top five performing Multi-Academy Trusts in the country, designing and sharing academy improvement strategies.

