



COOMBE
GIRLS' SCHOOL

Higher Level Teaching Assistant



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Recruitment Information



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Message from the Headteacher

Thank you for your interest in the post of Higher Level Teaching Assistant at Coombe Girls' School and Sixth Form.

At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Our students make significant progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a significant number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are seeking to appoint Higher-Level Teaching Assistant to work under the direction of the SENDCo with specific responsibility for organising, delivering and monitoring literacy interventions.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application.

Emily Barns
Headteacher



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Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score was +0.65 and 40% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the [Coombe Academy Trust](#).

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

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Job Description: Higher Level Teaching Assistant

Literacy and Reading

Purpose of the post

- Support pupils in relevant interventions as directed by the SENDCO
- To plan, organise and run the school programme (e.g. Phonics/Literacy)
- To track assessment data and progress of groups of students
- To use assessment data (e.g. standardised score,, CAT, etc) to select students for the intervention group
- To actively support the implementation of promoting reading and literacy across the school

Professional Values and Practice

Staff should always put the welfare of young people first, be calm and confident in manner, with a good sense of humour, embodying the Thrive Approach. The ability to work as part of a team and as an individual whilst being proactive in delivering the objectives of the school's policies are essential.

The successful candidate will:

- Access programme training and in house school training to deliver selected literacy programme with fidelity.
- Develop and prepare resources for learning activities (literacy) in response to pupils' needs where necessary
- Use specialist skills / training and experience to support a range of pupils
- To monitor, review and evaluate pupils progress through observation and planned recording of achievement against their baseline targets
- To provide detailed feedback to key workers, support staff, teachers and parents regarding progress and achievement of pupils on the caseload using the 'assess-plan-do-review' cycle
- Work with individuals and groups of students both in class and in small intervention groups
- Liaise with the SEND Assessor to feed into the exam access process as required.
- To liaise with pupils, parents and professionals as appropriate

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Person Specification: Higher Level Teaching Assistant

Qualifications and Experience

Essential:

- GCSE grade C or above (or equivalent) in both English and Mathematics.
- Requirement to participate in training/development as/when identified by line manager as essential for the performance of the post.
- Willingness to participate in other development and training opportunities

Personal and Professional Skills and Attributes

Essential:

- Understanding of safeguarding and Prevent in schools
- Willingness to develop literacy knowledge and understanding
- Good Literacy and Numeracy skills.
- IT skills including good knowledge of Microsoft and Google Sheets
- Good organisational and time management skills
- Highly motivated and enthusiastic
- Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds
- The ability to motivate and enthuse students
- Ability to work as a member of a team
- An ordered and systematic approach to organisation of workload
- Ability to work effectively with teaching staff
- Good interpersonal skills
- A commitment to working to strict deadlines
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to demonstrate and promote good practice in line with the ethos of the School
- Suitability to work with children
- A solid belief in the inclusion of all students in a full educational experience

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Desirable

- Training in relevant learning strategies e.g. literacy
- A minimum of two years' working with young people
- Knowledge and understanding of the national curriculum including literacy and numeracy strategies
- Skills and qualifications in literacy/supporting early/struggling readers
- Knowledge and experience of the school's Management Information and Safeguarding reporting systems - Arbor and CPOMS
- Creativity and flexibility



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Why work with us?

Coombe Girls' School & Sixth Form is a fantastic and rewarding place to work. Our students are motivated and keen to learn while our creative, engaging staff is committed to providing exceptional teaching to our students. We take the wellbeing of our staff seriously and actively manage workload whilst retaining very high standards. Our staff are highly supportive of one another.

We are a Google school and staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast, direct links to central London and into Surrey and Hampshire. For those travelling by car, parking is available in the school car park, and bike racks and showers are provided for colleagues who are able to cycle to work.

With regards to Personal Development, we pride ourselves on our commitment to CPD. Our staff is supported to access National Professional Qualifications and receives Thrive training. There are opportunities to work collaboratively across all five schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

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

Join our community



www.coombegirlsschool.org

www.coombeschools.org

[@CoombeGirlsNews](https://www.instagram.com/CoombeGirlsNews)

[@CoombeAcademy](https://www.instagram.com/CoombeAcademy)

Coombe Girls' School & Coombe Sixth Form

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