



Coombe
Academy Trust



Green Lane
Primary and Nursery School

Recruitment Brochure

Preparing you for a world of opportunity





Green Lane
Primary and Nursery School

Green Lane Primary and Nursery School

T: 020 8337 6976

F: 020 8370 7023

W: glpns.org.uk

Headteacher: Mrs Sally Berlemont
Green Lane, Worcester Park
Surrey, KT4 8AS

Post Title: Teaching Assistant

Salary Grade: C3-5 - £24,012.00- £24,804.00 (FTE)

Hours: Five days a week; 8.30am to 3:30pm Term Time Only

Start Date: September/ October 2023

*The Headteacher and Governing Body are looking to appoint a Teaching Assistant to join our team of dedicated staff. Green Lane Primary and Nursery School is part of the **Coombe Academy Trust**, providing the benefit of fantastic school to school support including shared professional development across the five schools within the Trust.*

We offer.

- *An exciting and inspiring place to work with an interesting and varied workload.*
- *A friendly and supportive environment within a team of dedicated and knowledgeable staff.*
- *Membership to the Local Government Pension Scheme.*
- *Employee benefits including access to an Employee Wellbeing Programme, cycle to work scheme.*
- *Excellent location with fast rail and bus links to London and the surrounding area*

Prospective candidates are encouraged to visit the school by appointment. Please contact the school office on **020 8337 6976** or email to make arrangements. Online applications should be forwarded to headteacher@greenlane.org.uk or posted to the Headteacher at Green Lane Primary and Nursery School Primary School. Please note that CVs will not be accepted or applications from agencies.

The closing date for this post is Thursday 7th September 2023 at 12 noon

Interview week commencing Monday 11th September 2023

Please note that we reserve the right to close this advert early for the right candidate

Green Lane Primary and Nursery School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Teaching Assistant – Person Specification

Green Lane is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

A – Application

I – Interview

AP – Activity with pupils

ESSENTIAL		DESIRABLE	
Qualifications / Experience			
<ul style="list-style-type: none"> Experience of working in a school environment English and Maths GCSE grade C and above or equivalent 	A A	<ul style="list-style-type: none"> Qualifications relating to supporting children with learning 	A
Knowledge and Understanding			
<ul style="list-style-type: none"> Knowledge and understanding of the importance of inclusion Knowledge and understanding of the National Curriculum 	A, I A, I, AP	<ul style="list-style-type: none"> Have a good working knowledge of Google Suite and Microsoft Office 	A
Skills			
<ul style="list-style-type: none"> Ability to build relationships and communicate effectively with the whole school community Ability to use own initiative 	I, AP AP	<ul style="list-style-type: none"> Ability to suggest changes and improvements to systems and procedures 	I
Attitudes			
<ul style="list-style-type: none"> Willingness to seek advice and the ability to make good use of it Enthusiastic, friendly and approachable A positive approach to becoming involved in school life Reliable and demonstrates integrity 	I I, AP I A, I		A, I



Teaching Assistant Job Description

Staff at Green Lane make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. We act with honesty and integrity; have strong subject knowledge; forge positive professional relationships; and work with parents and each other for the pupils in our care.

The post holder:

- Is responsible to the Headteacher via the line management structure, for their teaching assistant duties, responsibilities and tasks.
- Will work under the guidance of teaching or senior staff to implement the delivery of the curriculum and Statutory Welfare requirements through agreed work with individuals or groups. This may be both within the classrooms and out, both indoors and outdoors, as well as any responsibilities in the school as agreed with the Headteacher and in line with agreed school policies.
- Will interact on a professional level with colleagues and seek to establish and maintain productive relationships with the aim of improving the quality of teaching and learning in the school.

Key tasks:

- To prepare and deliver sessions with pupils, under the guidance of the class teacher and assess, record and report on development, progress and attainment
- Collect in work or comply with any special instructions requested by the class teacher
- Support the management of pupils' behaviour in line with school policy and procedures
- To provide targeted support to groups or individual children as directed by the teacher
- To work with the class teacher in the planning and delivery of individual programmes that support improved learning or behaviour for a group or individual children as decided by the teacher
- To contribute towards specific structuring of work in order to meet the needs of individual children with a range of needs
- To prepare and adapt suitable resources in order to deliver sessions with pupils
- To support the teacher with administrative tasks
- To meet as required with class teachers and members of the leadership team to discuss pupils' progress
- Where relevant to maintain records of work undertaken with allocated pupils
- To liaise with other teaching staff, parents/carers and other professionals as appropriate
- To participate in team meetings towards the exchange of expertise and ideas relating to the current professional practice
- To attend in-service training sessions, including external courses and contribute and feedback as appropriate
- To undertake other duties as may be reasonably required, consistent with the purpose and grade of post, for example, attend meetings, supervise children and participate in school assemblies
- To take shared responsibility for the tidiness and organisation of whole school resources
- To be fully conversant with relevant statutory provisions, codes of professional practice and conduct and principles of equal opportunities
- To support the mentoring of new teaching assistants



Relationships:

1. Responsible to
Class teacher, Assistant Headteachers, Deputy Headteacher, Headteacher
2. Responsible for
Pupils identified and allocated by Class teacher, Assistant Headteachers, Deputy Headteacher, Headteacher
3. Important Functional Relationships
All children and staff, especially the class teacher and other TAs
Educational Psychologist
Head of Pupil Support Service
Other professionals linked to SEN
4. Important External Relationships
Parents/ Carers
Kingston and District Health Services
Community Services
Associated professionals in other LAs

It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.



Coombe

Academy Trust

About Us

Coombe Academy Trust comprises three Nursery and primary Schools, two Secondary Schools and a joint sixth form. In addition, within our schools we have five Specialist Resource Provisions. Our schools are based in Kingston and work as one entity to improve and maintain a high standard across the Trust. As a trust we are seeking to expand the areas that we support.

Primary Academies

- www.knollmeadprimary.co.uk
- www.greenlane.org.uk
- www.robinhoodprimary.org.uk

Secondary Academies

- www.coombeboysschool.org
- www.coombegirlsschool.org
- www.coombesixthform.org

Our History of School Improvement

The Coombe Academy Trust was founded in 2012 from the federation of Coombe Boys' School (Good with outstanding leadership) and Coombe Girls' School (Outstanding). The newly formed Multi-Academy Trust built on an already strong partnership between the two schools' leadership teams. As a sponsor, Knollmead Primary School joined the Trust in April 2014 (now Good with Outstanding features), Green Lane Primary & Nursery School in September 2018 (Good) and Robin Hood Primary and Nursery School In September 2019.



Welcome from the CEO, Esther Brooks

Welcome to Coombe Academy Trust, I am delighted that you are interested in either starting or furthering your career with Coombe Academy Trust; a Trust where the values of Collaboration, Ambition and Trust are a lived experience within our schools. Our moral purpose is founded on the belief that every child and young person has an entitlement to a world of opportunity throughout their years in education and beyond. In short, this is our united vision from Nursery through to Sixth Form.



The benefits of our schools working together can be seen in our curriculum principles. Whilst the curriculum of each school is designed, with individuality, to meet the needs of its local community; the principles of Strong Foundations, Aspiration for All, Challenge and Depth, Enriched Experiences and a Broad and Balanced Curriculum are evident within each school.

An ever increasing number of staff teach across the primary and secondary phase and collaborate on the curriculum learning journeys and cross phase research; this year focusing on Oracy and Feedback.

Whether you are looking for your first steps as a support staff member, an Early Careers Teacher, an experienced member of support staff, an experienced teacher or leader, we look forward to developing a strong working relationship with you throughout your Coombe Trust journey.



The importance of teaching and learning

Teaching and learning across Coombe Academy Trust schools is ambitious; relies on high levels of collaboration and trusting professional relationships. High quality teaching within Coombe Academy Trust recognises:

- The most effective teachers have deep knowledge of the subjects they teach.
- High quality instruction and implementation across Coombe Academy Trust schools include elements such as:
 - retrieval, to support long term memory
 - vocabulary development, as we know knowledge development 'hangs on words'
 - small steps to success and scaffolding that ensures ambition for all
 - teacher and peer modelling of work so that learners know what they are aiming for
 - inclusive access strategies that ensure engagement of all learners
 - oracy strategies to support academic progress, greater self confidence and oral communication
 - timely, formative assessment, targeted questioning and feedback, to understand gaps in learners' knowledge and address misconceptions



The importance of teaching and learning

- The classroom environment itself illustrates all that we value. High quality expectations, interactions and talk between teachers and learners are integral. A Coombe Trust classroom is constantly demanding more, but still recognising students' self-worth. It also involves attributing student success to effort rather than ability and valuing resilience to failure (grit).
- A Coombe Trust teacher's abilities to make efficient use of lesson time, to coordinate classroom resources and space, and to manage learners' behaviour with clear rules that are consistently enforced, are all relevant to maximising the learning that can take place.
- Behaviours exhibited by teachers such as reflecting on and developing professional practice, participation in professional development, supporting colleagues, and liaising and communicating with parents.



What makes Coombe Academy Trust unique?



The Region

Our Schools are located in southwest London, a picturesque area benefiting from a wide array of parks and green spaces but still within close proximity to central London. The area is very popular with families and those who want all the offerings of city living but in a more relaxed setting. A defining feature of the area is The River Thames, providing plenty of entertainment and activities and adding to the mix of outdoor spaces. The Royal Borough of Kingston Upon Thames is comprised of a number of bustling towns providing excellent shopping, exciting bars and restaurants, and plenty of culture. All our Schools have excellent transport links both to Kingston Upon Thames and Central London.



What makes Coombe Academy Trust unique? (continued)

The Coombe Academy Trust is proud to have a total of five Specialist Resource Provisions (SRPs). The SRPs are integral to the Coombe Academy Trust community and each SRP has specialist staff who deliver high quality teaching and provision to children with identified needs.

The Coombe Trust schools benefit from a collaborative advantage; they have a strong history of mutual support and reciprocity. Leaders and practitioners from Trust schools work together through an evidenced based approach across a range of trust research groups. This year the curriculum research groups are focusing on Oracy skills and feedback.

All members of the Coombe Academy Trust's communities are friendly, caring, respectful and tolerant towards each other; ambitious and aspirational for themselves and others; honest and show integrity in all they do; positive and resilient at all times.

We welcome applications from candidates who share our passion for providing opportunity and aspiration for all learners in a safe, stimulating, happy environment where teaching inspires a love of learning and an enquiring mind.



Coombe Academy Trust is responsible for the education of approximately 3,500 pupils and the employment of 486 staff.



Green Lane
Primary and Nursery School

Knollmead
Primary School

Robin Hood
Primary and Nursery School

1552 learners	1113 learners	406 learners	247 learners	201 learners
Specialist Resources Provision	Specialist Resources Provision	Extended care and Forest School Provisions	Two Specialist Resource Provisions Swimming Pool	Specialist Resources Provision
Ofsted Rated Outstanding	Ofsted Rated Good	Ofsted Rated Good (Jan 2023)	Ofsted Rated Good with Outstanding features	Ofsted Rated Good
Joined 2012	Joined 2012	Joined 2018	Joined 2014	Joined 2019
Secondary School for 11-16 year old Girls Mixed Sixth Form Centre	Secondary School for 11-16 year old Boys Mixed Sixth Form Centre	A two form entry Primary School with Nursery and Extended Care	A one form entry Primary School with Nursery	A one form entry Primary School with Nursery



Our Vision



Our Aims

- **For our staff:** To provide outstanding leadership at all levels, supported by strong professional development.
- **For our Pupils:** To provide an outstanding education for all children and young people, enabling them to thrive throughout their time in education and beyond.
- **For our organisation:** To provide strong and aligned systems and processes; enabling our schools to be efficient and effective, therefore prioritising the development of individuality within the school community and curriculum.
- **For our wider community:** To collaborate effectively with our school community, cluster schools, Wandle Hub, King's College Wimbledon and potential new schools seeking the benefits of collaboration.



What we can offer you

Benefits

- Generous Pension Scheme
- Free onsite parking (in most of our schools)
- Annual pay progression opportunities
- Cycle to Work
- Access to CSSC member benefits scheme

Professional Development & lifelong learning opportunities

- A guaranteed CPD plan tailored to your requirements.
- Financial support for 'M' level study
- Internal mobility within Coombe Academy Trust with access to career opportunities across 3 primary and 2 secondary schools.
- Access to National College professional development in education
- Bespoke management training including performance management and recruitment
- Participation in an annual Trust Wide INSET day
- Opportunity to develop networking opportunities with our local "cluster" schools

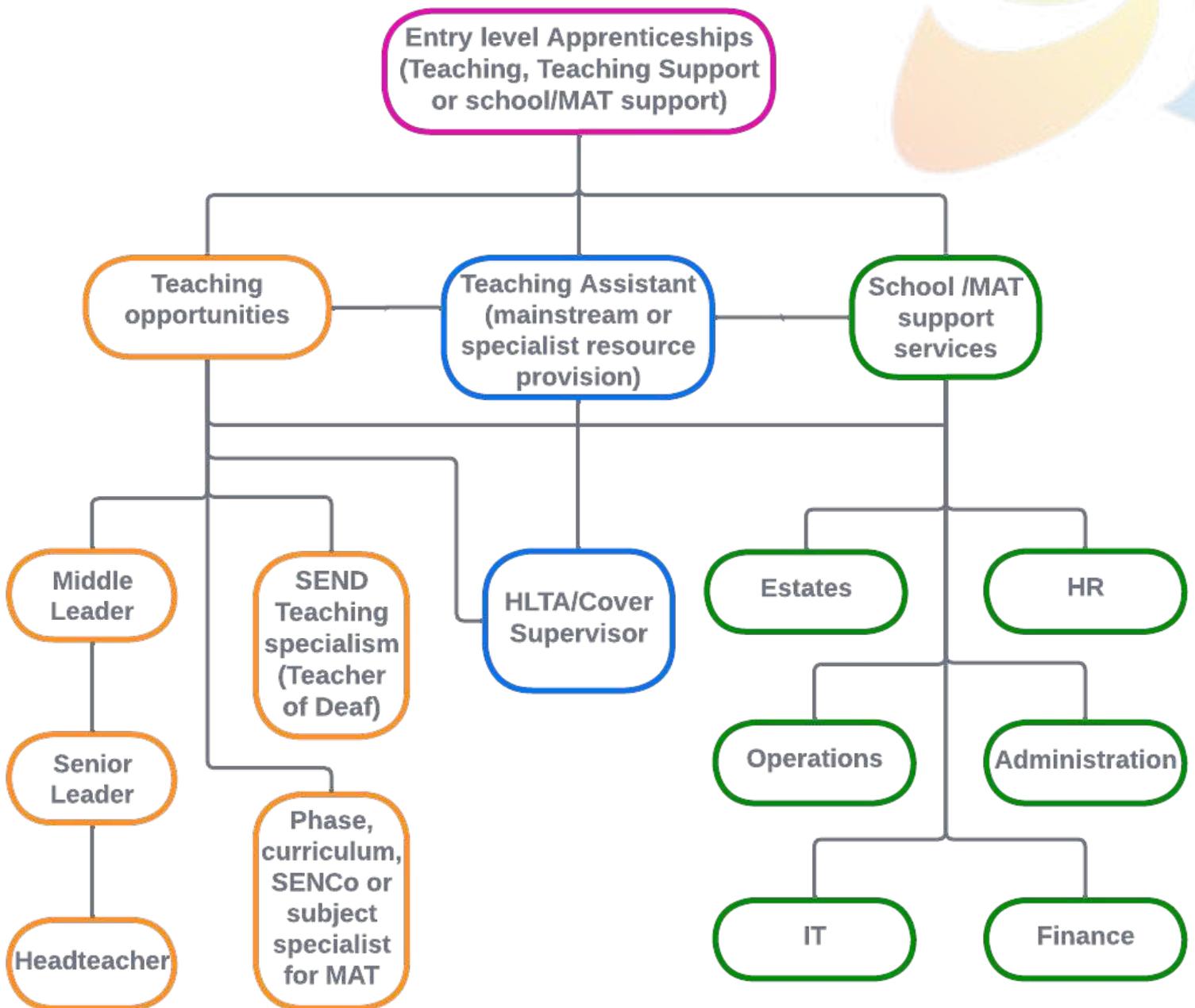
Recognition and support

- A supportive Executive Leadership Team
- Access to an Employee Wellbeing Programme including counselling and mentoring
- An enthusiastic Staff Association offering opportunities for staff sport and socialising
- Staff celebrations and rewards throughout the year





What we can offer you



What do our staff say



Head of Year
& STEM Coordinator

At Coombe
Girls' School
& Sixth Form



Being at CGS gives me the opportunity to impact the lives of students as well as show them diversity in an evolving world.



I feel privileged to work in a supportive environment with a diverse group of SEND students.



Teaching Assistant

At Coombe Boys'
School & Sixth
Form



What do our staff say



IT Service Manager

Part of the
central team



I've had an incredible journey since first starting as an apprentice, and enjoy being surrounded by supportive and friendly colleagues at our schools.



My first term has been exceptionally busy and so rewarding. The students are a pleasure to teach and work alongside.



SENCo

At Coombe
Girls' School
& Sixth Form

COOMBE
GIRLS' SCHOOL

What do our staff say



Chromebook
Programme
Coordinator

Part of the
central team



“
The school not only focus on their student development but their staff too. I have been provided with constant support since I started in November 2022.



“
I have worked in a lot of schools but this is the first place that feels like home.



Premises
Manager



At Green Lane
Primary & Nursery

Safeguarding children and safer recruitment

- The Coombe Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We expect all staff and volunteers to adhere to the principles and guidelines set out in the DfE Keeping Children Safe in Education document.
- All staff have access to bespoke Safeguarding training for their setting and the Coombe Academy Trust is committed to sustaining a culture, where all staff and volunteers feel able to raise concerns and know that these will be followed through.
- All offers of employment are subject to a number of pre-employment checks including an online presence search, appropriate Enhanced DBS checks, Children's Barred List Checks and Prohibition, directions, sanctions and restrictions checks. This includes a Section 128 check for any senior leadership positions across the Coombe Academy Trust.



Preparing you for a world of opportunity



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The **Coombe Academy Trust** is a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at:

Coombe Boys' School, Blakes Lane, New Malden, Surrey, KT3 6NU.

Trust related enquiries: trustenquiries@coombe.org.uk