



COOMBE WOOD SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Coombe Wood School
30 Melville Avenue
South Croydon
CR2 7HY

Telephone: 0208 289 4745

Email: enquiries@coombewoodschool.co.uk



Dear Candidate,

I am delighted that you are considering joining our vibrant and ambitious school community. Coombe Wood is a wonderful place to work – a school where both students and staff make it a pleasure to come in each day. I hope this information pack offers you a helpful insight into our ethos, values and aspirations, and that you feel encouraged to apply.

Coombe Wood School is a proud member of the Greenshaw Learning Trust, a family of like-minded schools that work together to provide mutual support, share best practice and learn from one another, while retaining their individual identity. The Trust is a dynamic, forward-thinking community of teachers, support staff and learners, dedicated to educating the whole child and improving life chances.

As one of the country's highest-performing multi-academy trusts, the Greenshaw Learning Trust currently comprises thirty-four schools, with more joining regularly. This provides a wealth of opportunities for professional development, collaboration and career progression.

We are firmly committed to diversity and inclusion, and we welcome applications from candidates whose personal values and qualities align with those set out in the person specification. We value diversity in our workforce and encourage applications from all sectors of the community, irrespective of age, disability, gender identity, sexual orientation, marital status, pregnancy and maternity, race, religion or belief.

Coombe Wood School is committed to safeguarding and promoting the welfare of children and young people. This appointment will be subject to safer recruitment checks, including an enhanced DBS disclosure.

Further details about our school and our vision can be found on our website. Should you require any additional information or have any questions, please do not hesitate to contact us via email at Careers@coombewoodschool.co.uk. We would be delighted to hear from you.

Thank you once again for your interest. We look forward to receiving your application and learning more about the qualities and experiences you could bring to our school.



Yours sincerely

A handwritten signature in black ink that reads "Nicole Williams".

Nicole Williams, Headteacher

ABOUT OUR SCHOOL

Unlocking Potential, Inspiring Growth, and Championing Wellbeing

At Coombe Wood School, our mission is to provide an ambitious and aspirational education that challenges students academically, encourages their creativity and cultural engagement, and fosters the development of essential personal skills.

We believe that every child's immense potential must be discovered, nurtured and fully realised. In our supportive environment, they will thrive.

We are committed to being the healthiest school in the country: fit for movement, fit for learning, and fit for life, where each student's unique qualities are recognised, celebrated and developed.

Our school's success is built upon three fundamental pillars:

Ambition – We set high expectations for every member of our community, inspiring both students and staff to be the very best they can be.

Community – We foster a welcoming, inclusive and supportive environment where every individual is valued, respected and encouraged to thrive.

Culture – We cultivate a positive, purposeful culture that champions integrity, hard work, personal growth and pride in all we do.

Outstanding teaching and learning are central to our success. Our collaborative approach to pastoral care and curriculum leadership ensures that students benefit from high-quality education within a caring and disciplined environment. We are fortunate to work in modern, purpose-built facilities, which provide an exceptional setting for teaching, learning and personal development.

Our students are bright, motivated and a joy to work with. They rightly expect the highest standards from the adults who support and teach them. Our staff share a passion for education and a relentless determination to deliver the very best for our students. We are proud of our talented, dedicated team, who continuously strive to improve and to ensure that every student is given the opportunity to flourish.

The culture of our school is founded upon five core values:

Teamwork

Respect

Enjoyment

Discipline

Sportsmanship

These values underpin all aspects of school life and reflect our commitment to excellence, mutual respect and strong, positive relationships.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with Outer London pay scale, points M1-M6, UPS1-UPS3 + TLR 2a £3,537. Plus £2,500 R&R payment, paid over 12 months.

HOURS OF WORK

Monday to Friday, 32.5 hours per week, Part Time contracts will be considered.

PLACE OF WORK

Coombe Wood School, 30 Melville Avenue, South Croydon, CR2 7HY.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Lead Teacher of Economics
Responsible to:	Assistant Headteacher
Responsible for:	Overseeing Economics across KS5

ROLE OVERVIEW

This Lead role will have overall responsibility for the teaching and leadership of Economics, as well as the development, content and delivery of GCSE Economics, developing KS5 Economics courses, plus continuing and extending departmental expertise through line management and staff training.

MAIN DUTIES AND RESPONSIBILITIES

- Ensuring high standards of Teaching, Learning and Assessment.
- Ensuring excellent outcomes for students.
- Ensuring high standards in Personal Development, Behaviour and Welfare
- Leadership and Management within your role.

TEACHING, LEARNING AND STUDENT PROGRESS

- Deliver high quality lessons in the spirit of the vision for learning set out by the Leadership Group of the school and the Learning and Teaching principles of the school.
- Plan effectively for high quality teaching, learning and assessment through the creative design and effective implementation of Assessment Schedules and Schemes of Work.
- Engage in a collaborative approach to planning as far as possible.
- Engage in or deliver appropriate Continual Professional Development opportunities to enhance the quality of teaching, learning and assessment.
- Maintain a high awareness of current pedagogical and subject specific developments and adopt as appropriate.
- Assist in, and engage with, the monitoring and evaluation of the quality of teaching, learning and assessment within your Subject Area, in line with school policy, through the frequent use of learning observations, drop ins, works samples, student/parent/staff voice and assessment moderation.
- Ensure homework is used effectively to enhance and develop student learning.
- Accept and use regular feedback from monitoring and evaluation exercises.
- Plan and lead high quality educational trips and events that will enhance learning.
- Create a high quality learning environment in the Subject Area through learning focussed displays and resources.

EXCELLENT OUTCOMES FOR STUDENTS

Students must be exceptionally well prepared for the next stage of their education (Key Stage 4 and Key Stage 5), comparing well against national progress measures. All staff at CWS support the objectives that:

- Staff maintain a high awareness of how students can secure excellent outcomes in public examinations within their subject area through CPD, examination board training and thorough analysis of past papers, recalled scripts and examiners' reports.
- Assessments and Schemes of Work in all Key Stages are designed to give students a high awareness of how to be successful and equip them with the skills to achieve at target grade and beyond.
- Students receive effective feedback in line with the School's assessment policy that is responded to effectively to enable them to be successful.
- School and departmental systems track student attainment, progress, effort, conduct and organisation.
- Staff use internal and external attainment, progress and attitudinal data to identify and support students or groups of students causing concern for any reason including low attainment, slow rates of progress, poor effort, poor conduct or poor organisation.
- Attainment and progress data is used to differentiate effectively in lessons to ensure appropriate levels of challenge for students.
- Staff liaise with Form Tutors, Year Leaders, Senior Leaders and any other relevant people to communicate key information about student attainment, progress and behaviour.
- Staff communicate key information about students to parents/carers in a timely manner through appropriate forms of communication such as email, phone calls, face to face meetings or parent / carer evenings.
- Relevant SEND data is used to ensure personalised provision and high rates of progress for disadvantaged students.

ENSURING HIGH STANDARDS IN PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE:

This includes students' spiritual, moral, social and cultural development which must equip them to become thoughtful, caring and active citizens in school and in wider society.

- Ensure students are confident and self-assured learners. They are proud of their achievements and of their school.
- Ensure students are provided with opportunities to discuss and debate issues in a considered way showing respect for others.
- Deliver a curriculum that successfully enhances students' social, moral, spiritual and cultural development and reinforces key British values.
- Ensure there is a positive culture within your areas of work in which students are passionate about learning and conduct themselves impeccably.
- Build excellent, professional relationships with students based on mutual respect and trust.
- Use the School's Behaviour and Culture and Ethos policies correctly and effectively.
- Ensure students in your care are safe at all times and work in accordance with current School and nationwide child protection procedures.
- Record and log all sanctions, praise and intervention in accordance with Subject Area and School policy.
- Model high standards of professional conduct and dress at all times when representing the school.
- Deliver high quality form time sessions following guidance provided by Heads of Year.
- Mentor and intervene with members of your form group where appropriate, accurately logging interventions and monitoring their impact.

- Encourage your students to understand the importance of staying fit and healthy and to make informed choices about healthy eating, fitness and their emotional and mental well-being.
- Promote an excellent understanding of how students can stay safe online and encourage an awareness regarding the inappropriate use of technology which includes social networking.

LEADERSHIP AND MANAGEMENT (WHERE APPROPRIATE):

- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment.
- Engage with the School's appraisal system and use it proactively to develop yourself and your team.
- Reflect on the effectiveness of subject delivery both informally and through the whole school Self-Evaluation Form and School Development Plan that are 'live' documents referred to and progress checked regularly at CWS.
- Prepare for Subject Area meetings using the 'common agenda'. Also attend all other meetings as timetabled or required in directed time.
- Support the School in fulfilling the School Development Plan targets and Self-Evaluation Form next steps.
- Work with school leaders internally and externally in reviews and partnerships to develop good practice.
- Contribute to the formulation and review of School policies and procedures.
- Support the training of PGCE students and ECTs within the school.
- Model and support safeguarding, equality of opportunity and diversity throughout all your practices.

OTHER DUTIES

- Responsibility for overseeing the co-curricular programme and delivering the Economics co-curricular programme. Provide opportunities for performances and lead and plan events throughout the school year.
- Attend all training and events required as part of directed time.
- Perform supervision duties as required.
- Contribute to the wider life of the school.
- Perform all other reasonable requests from the Headteacher.

OUTCOMES

The work carried out helps raise student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Good Hons. Degree in relevant subject. .	x	
Qualified Teacher Status	x	
Willingness to undertake further CPD.	x	
Relevant postgraduate studies.	x	
Evidence of wider professional development		x
Higher degree or evidence of further study		x
A commitment to obtain further qualifications		x
Skills and experience		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate and effective	x	
Knowledge of strategies to inspire and improve outcomes for students	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage students to become self-reliant and independent learners	x	
Experience of raising student attainment in aspects of school work.	x	
Experience of working with a group of students offering pastoral support	x	
Teaching advanced level		x
Teaching across 2 key stages		x

Experience of researching and initiating subject focused initiatives		x
Experience of subject focused self-evaluations		x
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	
Outstanding subject knowledge and understanding of its place within the national curriculum	x	
The ability to teach good and outstanding lessons	x	
The ability to communicate how to teach outstanding lessons		
Highly effective time management, organisational and administrative skills	x	
Up-to-date knowledge of best pedagogic practice and an understanding of strategies to improve learning and teaching	x	
Familiarity with our understanding of specific subject focused curriculum development initiatives for students aged 11-19	x	
A good sense of humour	x	
Advanced ICT skills and an imagination about the future impact of ICT on learning	x	
Aware of how to deal effectively with child protection issues	x	
Ability to swiftly earn respect from staff and students	x	
A drive for continuous improvement	x	
High standards embracing honesty, integrity, loyalty and trustworthiness	x	
Strong intellect, energy and a positive approach to opportunities and challenges and resilient in times of adversity	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 29th September 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interview dates will be confirmed once the candidates have been shortlisted. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification. A school Tour will be provided on request.



FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact
NAME AND EMAIL ADDRESS



GREENSHAW
LEARNING TRUST



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