



**COOMBE**  
GIRLS' SCHOOL

Head of Year



Curious  
Creative  
Confident

Recruitment Information



COOMBE  
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## Message from the Headteacher

Thank you for your interest in the post of Head of Year 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.

Proud to be a comprehensive, 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 looking to appoint a well qualified and exceptional Head of Year to provide professional leadership and management of the cohort to secure high achievement, excellent attendance and punctuality, effective use of resources and improved standards of pastoral care of all students in your year group. The teaching commitment for this post will initially be 34 lessons per fortnight. We particularly welcome applications from candidates with specialisms in MFL, History, English, Science or Classics, or from those willing to teach outside of their specialism.

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 +0.72 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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## Heads of Year at Coombe Girls' School:

- Have a passion for and expertise in pastoral care.
- Are up to date about the latest developments in their area
- Are passionate about their role in developing young people's skills across a broad range of areas
- Provide strategic leadership, creating a positive climate of learning and confidence in teaching
- Are reflective practitioners constantly striving to improve their practice and that of their area
- Lead and develop a collaborative team to the benefit of students and staff
- Plan and set expectations for students and staff in relation to standards of student achievement and the quality of teaching
- Ensure that all members of their area of responsibility are well supported and developed and receive regular drop ins to monitor and evaluate their work
- Lead, plan and deliver student learning that ensures student engagement and progression for all students, including those with Special Educational Needs and those identified as more able
- Assess and evaluate national, local and school data to inform planning and strategic development
- Analyse year group assessment data and implement effective interventions where necessary; use these assessments to identify gaps in students' learning and skills and adapt the curriculum accordingly
- Are active members of the Middle Leadership Team, contributing to the ongoing development and improvement of the school
- Develop positive relationships with the students based on mutual respect
- Consistently implement the school's positive behaviour system and support those in their year group to do the same
- Develop and maintain strong relationships with parents and the wider community
- Take responsibility for your own professional development including attending relevant CPD events, observing peers and identifying personal developmental targets.
- Collaborate with colleagues within the Trust and with other schools to share examples of best practice.
- Are ambitious and take advantage of the many opportunities for progression offered by the school.

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## Person Specification: Middle Leader

### Qualifications - Essential:

- Qualified teacher status
- Have a good degree in a relevant subject area

### Experience - Essential:

- Record as an excellent classroom practitioner
- Record of excellent good examination results in your classes

### Desirable:

- Have contributed to the organisation and delivery of effective schemes of learning
- Have had some sole responsibility either within or outside the subject specialism
- Have had some experience of leading a team of colleagues to implement change

### Skills - Essential:

- Able to develop the teaching of others and act to support team members as necessary
- Excellent interpersonal and communication skills.
- Able to facilitate productive teamwork
- Able to develop a vision for the department

### Personal Qualities - Essential:

- Passionate about the subject
- Passionate about high quality learning and teaching
- Clear, fully inclusive, educational philosophy
- Professional approach when dealing with all issues, students and staff.
- High personal standards and the ability to motivate others to achieve and sustain those standards
- Positive and enthusiastic approach towards work
- An understanding of the role that the department should play in the aims and ethos of the whole school

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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.

We pride ourselves on our commitment to staff's professional development. This year, we introduced our Innovative Leaders training programme open to middle leaders. Our appraisal system is designed to facilitate development and celebrate success. Our staff are supported to access National Professional Qualifications and receive 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 actively 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](http://www.coombegirlsschool.org)

[www.coombeschools.org](http://www.coombeschools.org)

@CoombeGirlsNews

@Head\_CGS

@CoombeAcademy

### Coombe Girls' School & Coombe Sixth Form

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