

a folio education trust school



COOMBE  
WOOD  
SCHOOL

# Assessment & Cover Supervisor (with responsibility for G&T students)

Candidate Information Pack for 2020-21



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

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Coombe Wood School is almost two years 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 welcomed.

# 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, then work extremely hard to support them in reaching their best every day, because learning matters every day.

Successful candidates will join a conscientious and vibrant team that from September consists of 31 teachers and 8 support staff. Building the school from scratch 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. 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 our 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**

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 teachers 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 parents / carers and students must agree to these expectations through our Home-School-Agreement before they set foot in CWS.

**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



South Croydon is a combination of mixed housing with leafy suburbs. To meet the local rising demand, CWS opened its two-year temporary accommodation in South Croydon in September 2018 to 180 Year 7 students. By adding a new Year 7 cohort every year and opening a 6<sup>th</sup> form in September 2021, it will be catering for years 7-13 by September 2022.

Our year groups are also full to bursting! Following a hugely successful opening period, CWS received in excess of 1,350 applications for 180 Year 7 places for September 2020.

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 30-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 work with.

# Student Experience – Learning



## KS3 and 4 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.

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:** Academic Studies (including non-vocational subjects leading to FE.)

**Strand 2:** Sport and Health Related Fitness.

**Strand 3:** Creative and the Performing Arts (a developing area that will begin to flourish more fully once in our permanent accommodation.)

Coombe Wood 'Lower School' provides the necessary support mechanisms to ensure that all students transition from Key Stage 2 to Key Stage 3 with minimal disruption. The progress during Key Stage 3 is 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 GCSE. By the time students are settled into Year 9 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 should be 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 from 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 0.84 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. 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. 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 creativity in delivery.



### 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 MyZone 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, give them the platform to begin to do this, as do our sporting house competitions.

We are committed to investing in MyZone technology to provide HRF monitoring belts for every student. 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.





## Facilities

Over £35 million is being invested in a purpose built, state-of-the-art school funded by the ESFA, 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 floodlit football surface, music and performing arts facilities and sprung floor studios for dance.

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 our superb facilities including music and drama studios, dance/fitness rooms with sprung floors and a recording studio 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.

## Appraisal, CPD and staff well-being

Staff wellbeing and continuing professional development are priorities at Coombe Wood School. Staff are encouraged through the appraisal system to take ownership of how they structure their professional growth and develop their key areas of interest. In particular, as the school grows there will be ample potential for role development and staff may wish to explore this through their CPD time.

To ensure that internal CPD opportunities are beneficial to staff, a comprehensive CPD programme is run for all staff that includes the unusual feature of nine INSET days in our academic calendar. We offer access to an online CPD platform and bespoke CPD sessions for staff. Staff can also request external CPD across a range of areas.

Additionally, our approach to staff wellbeing goes beyond workload considerations. The physical and mental wellbeing of all of our staff is important to us, which is why we have started to introduce activities like staff yoga.





## 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.'

'As an NQT I was attracted to the idea of being part of a growing team at a brand new school but at the same time apprehensive about the level of support I'd receive in this situation with limited subject specialists. However, the support has been second to none. My mentor is an English specialist, and I have been able to learn so much from her and apply it to my own subject. I have also been offered the opportunity and encouraged to undertake subject specific CPD in the near future. Being able to play a role in shaping the geography curriculum at CWS has been exciting.'

'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 students and parents/carers all understand and support these elements of the school. It's lovely that even the students feel that we are all part of the same family or team.'



March 2020



## Application procedure

For enquiries relating to this vacancy please contact Jacqueline Baker, our HR Lead, by email at [careers@cws-croydon.co.uk](mailto:careers@cws-croydon.co.uk).

Please complete the Trust's application form – available for download at [www.cws-croydon.co.uk/career-opportunities](http://www.cws-croydon.co.uk/career-opportunities) and return this with (or including) your supporting statement [careers@cws.foliotrust.uk](mailto:careers@cws.foliotrust.uk) (different from the enquiry email).

***PLEASE ENSURE YOUR NAME IS PART OF THE TITLE OF ANY DOCUMENTS YOU SUBMIT. The title of the downloaded application form should be changed and saved to reflect this.***

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

Closing date: As advertised

Interviews: As advertised

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](http://www.cws-croydon.co.uk/career-opportunities)

**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.**



# Assessment & Cover Supervisor

## Job Description

### Salary Grade and range

Grade 4/6      SP 8-18      (Term time only, paid pro rata, 30 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: Assistant Headteacher for Learning and Teaching

### 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.

### Overview of Duties:

#### The responsibilities of this role are split across three main areas:

1. Two days per week of assessment supervision.  
You will see every student in Y8+9 for one hour per fortnight in groups of between 18-24. A calendar / booking system will operate for Heads of Department to book relevant classes to complete assessments for their subjects with you during this hour.  
You will need to coordinate the calendar and liaise with HODS over the assessment requirements before supervising the students to complete subject assessments.  
This part of the role is a whole school strategic response to the curriculum time lost during the remote working COVID-19 school closure period. The intention is that HODS, in liaison with you, can book students in to do assessments during the one hour sessions you will be supervising, rather than using up subject lesson time to complete assessments. This will go some way towards clawing back curriculum teaching time as we move into the new academic year 2020-2021.  
Subject assessments will take priority for these one hour sessions although it is also possible that mastery tasks or other learning reinforcement activities could be set by HODS if the calendar is not full with assessments.
2. Three days per week cover supervisor.  
Covering lessons for absent staff in classes across year 7,8 and 9.  
Clear cover protocol is laid out in our CWS staff handbook and involves absent staff setting differentiated work that can be completed in silent exam style conditions.  
This will be the expectation for all cover lessons although you will be able to offer support to students where you feel it appropriate and necessary.
3. During times where no cover is required, the role will develop into supporting our gifted and talented higher ability students either in class or in a small group setting to work towards success with the 'deeper thinking challenges' that are a part of every lesson at CWS.



### Assessment Supervisor Responsibilities

- Liaise daily with the AHT for L&T and Heads of Department as required regarding assessment tasks to be completed by students
- Supervise students to complete assessments in exam conditions during lessons / form time
- Coordinate the whole school assessment booking calendar liaising with AHT for L&T and Heads of Department as required.
- Oversee the collecting of assessments at the end of the lesson and ensure they are sorted into correct piles and returned to the appropriate place
- Ensure the students tidy up and leave the classroom in good order
- Report any problems, difficulties, successes etc. to the class teacher or Head of Department
- Undertake any relevant CPD identified through the appraisal process to support your ability to carry out this role
- Have a working knowledge of the learning profiles of all SEND students and know how to access this information
- Show flexibility, innovation and intelligence in responding to the needs of the students
- Undertake any relevant CPD identified through the appraisal process to support your ability to carry out this role

### Cover Supervisor Responsibilities

- Liaise daily with the cover manager and Heads of Department as required regarding learning tasks to be completed by students
- Supervise students as directed by the cover manager during lessons / form time
- Communicate the work set by the class teacher to the students
- Oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place
- Ensure the students tidy up and leave the classroom in good order
- Return work etc. to the class teacher or Head of Department and inform him/her of the point reached by the students
- Report any problems, difficulties, successes etc. to the class teacher or Head of Department
- Undertake any relevant CPD identified through the appraisal process to support your ability to carry out this role

### Gifted and Talented responsibilities:

- Understanding the academic profiles of our higher ability students across all year groups
- Understanding of whole school 'Big 6' lesson requirements and how to implement these in class
- Understanding of subject specific skills and knowledge required for higher ability students to reach and exceed target grades
- Undertake any relevant CPD identified through the appraisal process to support your ability to carry out this role
- Regular liaison with line manager over subject areas where higher ability student support is required
- Structuring timetable of support to be carried out and regularly adapting this timetable in light of any cover lessons that take priority
- Regular liaison with HODS regarding how best to support these students in class moving forwards



### Other duties

- 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
- 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 non-teaching 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.



# Assessment & Cover Supervisor Person Specification

Criteria	Essential	Preferred
Please note that training in school systems will be provided.		
<b>Qualifications</b>		
Educated to A level standard	x	
First degree or equivalent		x
<b>Knowledge, Skills and Experience</b>		
Adaptable to handle a multi-functioning role	x	
Class management skills		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 suite and school management systems 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	
<b>Attributes</b>		
<ul style="list-style-type: none"> <li>• Demonstrate a positive, active and cooperative outlook</li> <li>• Willingness to step up and exercise some authority</li> <li>• An approachable, accommodating attitude</li> <li>• High standards embracing honesty, integrity, loyalty and trustworthiness</li> <li>• Ability to be flexible, adaptable and know when to use own initiative</li> <li>• Able to remain calm and act sensibly under pressure</li> <li>• A good team player and collaborative worker</li> <li>• Present a good role model to students</li> <li>• Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community</li> </ul>		

# Folio Education Trust - 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 building is a thriving work in progress, but no completed facilities to show to parents (yet!), their commitment to our Core Ideology, and the potential future we have outlined for their children at our open 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 please apply to join us on the journey to create something unique.

Yours faithfully,

**Jonathan Wilden**  
**Chief Executive Officer**  
**Folio Education Trust**



## *What do we believe as an organisation?*

We believe in the power of collaboration and the importance of developing schools who instil ambition and the desire in every staff member and every young person to discover and achieve their personal best, overcoming any challenge they may face. The Trust is committed to the pursuit of excellence, with young people at the heart of everything we do and personal wellbeing prioritised at every stage. We believe in ourselves. We believe in each other.

## *Our Mission and Purpose – why do we exist?*

To provide inspiring and safe places to learn, where young people are respected, their talents nurtured and where they are able to thrive. Folio Schools offer young people the best chance to lead happy, healthy lives and to be responsible, active citizens.

In Folio Schools;

Young people are healthy and happy.

Young people feel safe.

Young people have good relationships.

Young people become active and involved in school life and the wider world.

## *Our Vision and Goals – where will we be by 2025?*

By 2025, we aim to establish a wider family of collaborative Primary and Secondary Schools supporting over 5,000 young people and 500 staff all working towards the following outcomes;

- Goal #1 - We will deliver outstanding educational standards across all Folio Schools ensuring we have the capacity to create a sustainable and collaborative model of school improvement which continually evaluates, develops and celebrates success.
- Goal #2 - We will recognise the rights of all young people ensuring that daily school life gives children the best chance to lead happy, healthy lives and the opportunity to become responsible, active citizens.
- Goal #3 - We will be an employer of choice, providing good people management, transformational leadership and opportunities for all staff to fulfil their potential. We will recognise the importance of investing in staff and focussing upon people's well-being.
- Goal #4 - We will provide a shared services model for all Folio Schools which listens, understands and anticipates the needs of the people that are being served. Through a process of identifying and mitigating risks we will deliver excellent value for money and efficient resource management.



**We Believe in  
ourselves  
We Believe in  
each other**