



COOMBE WOOD SCHOOL



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

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 highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

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

MPS / UPS3 plus TLR 2a and a R&R of £2,500 (paid over 12 months)

HOURS OF WORK

Full time

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:	Head of Music
Responsible to:	Head of Performing Arts
Responsible for:	Teacher(s) of Music

ROLE OVERVIEW

We are looking for an enthusiastic subject specialist to join our committed Music Department. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record.

MAIN DUTIES AND RESPONSIBILITIES

- To oversee the day to day running of Music and promote excellent teaching so that all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice.
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and progress.
- To be responsible for securing the highest standards of student achievement, through monitoring and evaluation of student progress and setting targets for improvement.
- To lead and support the team of staff who deliver Music lessons and those with responsibility for Careers and Citizenship.
- To lead, develop and enhance the teaching practice of others in Music by providing CPD and evaluating, supporting, guiding and target setting.
- Support the development of the Inclusive and Nurturing Schools programme and liaise with colleagues to promote equality of opportunity and diversity effectively.
- Work alongside other colleagues to develop opportunities for active citizenship, student volunteering and community contribution.
- To be accountable for the strategic leadership and management of Music

TEACHING, LEARNING AND STUDENT PROGRESS

- To undertake a designated programme of planning and teaching across all key stages (KS3, 4 and 5) and to teach consistently high-quality lessons.

- To be a role model for students, inspiring them to be actively interested in your subject.
- To ensure the effective/efficient deployment of classroom support.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning.
- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
- To follow department monitoring and tracking systems relating to student's attainment, progress and achievement.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.

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 Music.	x	
Qualified Teacher Status in Music.	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 21/06/26. 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.

TAKING UP POST

The successful applicant will take up the post on 1st September 2026



GREENSHAW LEARNING TRUST



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