



COMMITTED TO  
EXCELLENCE  
GREENSHAW HIGH SCHOOL

# GREENSHAW HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Greenshaw High School,  
Grennell Road,  
Sutton,  
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: [info@greenshaw.co.uk](mailto:info@greenshaw.co.uk)



Dear Candidate,

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years. We have also enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE, and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding also used the adjective 'friendly'.

These are very exciting times for our school. We are into an amazing building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students

being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

Joining Greenshaw represents an excellent professional opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, and we run a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with very strong outcomes for our children across primary and secondary phases, spread over nine local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group each school is focused on developing our own excellence, as well as committing to the successes of our other partner schools.

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. In addition, our school website is very detailed and offers much information about the school. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at [hr@greenshaw.co.uk](mailto:hr@greenshaw.co.uk).

Greenshaw High School 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.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work to continue the development further of our successful school.

I look forward to welcoming you in person at Greenshaw High School very soon



Yours sincerely

Nick House, Headteacher

# TERMS AND CONDITIONS

## CONTRACT

- Permanent

## SALARY

- Salary calculated in line with NJC Outer London pay scale 6, points 16-20, £33,417.00 - £35,448.00 per annum (£28,939.00 - £30,698.00 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

- Full-time, 36 hours per week
- Term time plus 5 INSET days
- Typical working pattern: Monday - Thursday 08:00am - 16:00pm and Friday 08:15am - 16:00pm
- The above hours will include a daily unpaid break of 45 minutes
- Flexibility and the ability to work outside of the normal working hours may be required

## PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

## 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 Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

## 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

<b>Post:</b>	Inclusion Key Worker (SEMH)
<b>Responsible to:</b>	Senior Inclusion Key Worker

## ROLE OVERVIEW

We are looking for an enthusiastic, highly motivated and committed individual to join our Inclusion 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.

Our Inclusion team provides a range of interventions to support students from ages 11-19 with social, emotional and mental health needs, and/or autism. We are looking for an additional team member to provide support for our most complex and vulnerable students and family members planning, delivering and evaluating interventions tailored to meet their needs. We have a highly flexible, strength-based approach to supporting students and colleagues, and we require someone who is genuinely committed to using their expertise to help others in an inclusive environment.

## MAIN DUTIES AND RESPONSIBILITIES

- Supporting students with social, emotional and mental health needs within the school;
- Identifying the underlying causes of students' difficulties, engaging pupil, parent and staff voice;
- Taking responsibility for a specific cohort of students with social, emotional and mental health needs, and drawing up individual intervention plans with measurable targets;
- Using quantitative and qualitative data to regularly evaluate the effectiveness of interventions and their impacts on students' wellbeing and behaviour in school;
- Managing the requirements of key students' SEN Support Plans or EHCPs, carrying out reviews and liaising with parents, teaching and support staff, and relevant agencies;
- Engaging with families to help them to implement appropriate strategies at home;
- Liaising and working closely with the Inclusion, Safeguarding and Pastoral teams to ensure the best quality of support for both students and parents;
- Keeping the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads informed of concerns relating to safeguarding and/or child protection;
- Liaising with classroom-based staff on teaching strategies to best support students with social, emotional and mental health needs within the classroom;
- Supporting students with social, emotional and mental health needs 1:1, in small groups or within the classroom, dependent on the need at the time;

- Contributing to the ongoing review and development of the Inclusion provision e.g. helping to identify gaps in our provision and adapting your practice accordingly;
- Undertaking research to support our practice where appropriate and keep up to date with initiatives and research in mental health and education;
- Contributing to the running of the Inclusion department with social time clubs and/or afterschool clubs;
- Maintaining clear records of sessions for the purposes of continuity and progression in all areas.

## **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
<b>Education, qualifications and training</b>		
Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics	x	
Willingness to undertake ongoing training	x	
Educated to at least A-level standard (or equivalent)		x
Relevant qualification/training in supporting students with autism		x
Qualifications in the fields of Psychology, Mental Health, Youth Work, or any relevant training		x
<b>Experience and knowledge</b>		
Experience of working with vulnerable young people	x	
Knowledge and understanding of behavioural management techniques	x	
Knowledge and experience of a range of approaches to support young people's needs and address their behaviour if needed	x	
Knowledge and experience of supporting parents or carers in implementing strategies at home	x	
Knowledge and experience of running parental groups or parenting programmes	x	
Knowledge and understanding of safeguarding procedures and the ability to put these into practice	x	
Experience of word processing, excel, e-mail and other office electronic applications	x	
Experience of working with individuals with SEMH needs		x
Knowledge and experience of strategies to support students presenting with difficulties such as trauma, bereavement, communication, ADHD, anger management, etc.		x
Knowledge and experience of support young people with mental health issues that may present as barriers to learning in school		x
Knowledge and experience of being involved in or writing referrals to external agencies		x
Knowledge and experience of working with multi-agency professionals		x
Experience of working within a school setting or other similar establishment		x

Knowledge of strengths-based approaches to meeting the needs of students		x
Knowledge and understanding of Safeguarding in the context		x
<b>Aptitude and skills</b>		
Awareness of the needs of students with SEMH and the possible areas of difference experienced by individuals, as well as how these impacts the areas of support	x	
Ability to confidently lead 1:1 and small group intervention sessions for students with social, emotional and mental health needs	x	
Ability to engage and motivate students who may present with behaviours that challenge, and to remain professional and employ a range of individualised de-escalation strategies when facing emotive or heightened situations	x	
Ability to employ professional curiosity and work in partnership with students and families, as well as other professionals to understand what is causing students to become dysregulated and present with behaviours that challenge	x	
Ability to identify the needs of students with SEMH needs, and develop strategic plans to facilitate development and progress	x	
Ability to deliver proactive, direct support and positive suggestions for adaptations to support students to re-engage positively	x	
Ability to identify needs and barriers, and use these to set appropriate targets and track impact against these targets	x	
Ability to work flexibly; duties may be subject to change at any time as the Inclusion department provides interventions in response to the changing needs of students and consequently the criteria for interventions are flexible	x	
Ability to develop effective relationships and demonstrate unconditional positive regard at all times with students, families and external agencies	x	
Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional manner	x	
Excellent interpersonal skills, to enable successful working with a range of professionals from different disciplines, based on mutual respect and understanding	x	
Ability to work constructively as part of the Inclusion department and build and form good relationships with colleagues	x	
High standard of literacy and numeracy	x	
Committed to the safeguarding of children	x	
Ability to use Provision Map to record provisions and costings		x
Ability to create risk assessments for pupils with SEND		x
Knowledge of strengths-based approaches to meeting the needs of students		x

Knowledge and understanding of Safeguarding in the context of an educational organisation		x
<b>Additional requirements</b>		
Knowledge and understanding of the education sector, a desire to work in a comprehensive school, and a willingness to contribute to various aspects of school life	x	
Desire to work with young people and to support their education and achievements	x	
Commitment to improving the life chances of young people and motivated by a desire to provide high standards of service delivery	x	
Sensitivity to the range of needs and difficulties that young people experience	x	
Able to appropriately deal with confidential information	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	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 10/07/2025. 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

Interviews will be held shortly after the application closing date. 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 01/09/2025.



# GREENSHAW LEARNING TRUST



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Sutton SM1 4AF



020 3988 0218



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