



GREENSHAW
LEARNING TRUST



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL



**Curriculum Support Officer
Recruitment Pack**

**ALWAYS
LEARNING**

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A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school and situated in Sutton, South West London. We currently have 1,900 students on roll, with staff providing teaching, pastoral care and other support across the school. We are successful and highly popular school with an established record of nurturing high levels of attainment in our students. We believe this comes from combining a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them.

At the heart of our work are our core values: equality of opportunity; respect for others; and always valuing learning. From these foundations we have built a thriving educational establishment, where students have flourished. After leaving Greenshaw our students continue to study a wide range of subjects at some of our country's most prestigious universities.

Our staff are central to the achievements of the school's students. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require. We are proud to have Research School status that means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our students' experience and future chances become.

I would encourage you to visit the school's website www.greenshaw.co.uk to find out more about our school. We also welcome visits prior to making an application. If you would like to arrange a visit or would like any further information, please contact the school's HR team at recruitment@greenshaw.co.uk.

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and 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.

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



Yours sincerely,



Nick House, Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Contract:	Permanent
Salary:	Salary calculated in line with NJC pay scale (outer London), points 4/5 7-15 Actual salary prorated; £24,021.00 - £27,113.00 per annum (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:	36 hours per week, Term Time plus 5 inset days (39 weeks + 5 days) Flexibility and the ability to work outside of the normal working hours may be required Typical working pattern: Monday to Thursday 08:00 – 15:45 Friday 08:00 – 15:30 The above hours include a daily unpaid break of 30 minutes.
Place of Work:	Greenshaw High School, Grennell Road, Sutton, SM1 3DY
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	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 annual holiday entitlement is 23 days plus 2 extra-statutory days subject to the completion of six month's service. As this is a term time post, payment for holiday entitlement is inclusive within the salary.
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

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.

The Curriculum Support team are a well-established and integral part of the classroom experience at Greenshaw High School. Our Curriculum Support Officers play an active role in supporting teaching staff across the school.

As part of the Curriculum Support team, you will be assigned to a particular department/s and will be responsible for supervising classes in the absence of teaching staff, preparing and displaying curriculum materials and co-ordinating school trips within your department/s. A number of our Curriculum Support Officers also have their own teaching load as Unqualified Teachers.

Previous Curriculum Support Officers have progressed on to successful teaching careers and we have a proud history of supporting some of our Curriculum Support Officers in obtaining Qualified Teacher Status through the School Direct (salaried) training programme.

Curriculum Support Officers are accountable to the Lead CSO and Assistant Headteacher and are supported by their Head of Department.

The main duties and responsibilities will include:

Main Responsibilities

- Supervising whole classes during the short-term absence of teachers within the department, and where additional cover is required, within the rest of the school;
- Follow the teacher's instructions for the lesson with regard to the conduct and content of the lesson, ensuring that the primary focus is on maintaining good order and keeping students on task;
- Support students to stay on task, by providing a supportive but well-disciplined environment which complies with the school's policies and procedures;
- Be aware of any special needs of students within the class, responding accordingly and encouraging all students to do their best;
- Provide objective and accurate feedback to the class teacher on the conduct of the lesson and the response of the class;
- Support teachers and students in classes taken by a qualified teacher, as required by the department;
- Supervising groups of students in extra-curricular activities, detention, study or homework clubs, as required;
- Provide general administrative and clerical support for the department, as required. This could include:
 - Carrying out research
 - Preparing and mounting displays
 - Routine marking not requiring specialist knowledge

- Contacting outside agencies and parents on straightforward matters;
- Ensure a tidy and well-presented working environment within the department areas of the school;
- Undertake break, lunchtime or examination supervision, as required.

General Responsibilities

- Be responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- To undertake any other duties commensurate with the post as may be required by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to at least A-level standard (or equivalent) • Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics • Willingness to undertake ongoing training 	<ul style="list-style-type: none"> • Educated to degree level
Experience and Knowledge	<ul style="list-style-type: none"> • Practical experience of word processing, excel, e-mail and other office electronic applications 	<ul style="list-style-type: none"> • Previous experience of working in an educational setting, ideally a secondary school • Previous experience of working successfully as part of a team
Aptitude and Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional manner • High standard of literacy and numeracy • Excellent organisational skills • Efficient, accurate and excellent attention to detail • Ability to work flexibly to support others and respond to unplanned situations • Ability to work independently and show initiative • Ability to work under pressure, prioritise, multi-task and work to strict timelines • Excellent ICT skills e.g. Word, Excel • Ability to engage and motivate students who may present in a challenging manner, and to remain professional when 	

	<p>facing emotive and distressing difficulties</p> <ul style="list-style-type: none"> • Ability to work constructively as part of a team and build and form good relationships with colleagues 	
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • 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 • Desire to work with young people and to support their education and achievements • Commitment to improving the life chances of young people and motivated by a desire to provide high standards of service delivery • Sensitivity to the range of needs and difficulties that young people experience • Able to appropriately deal with confidential information • Desire to enhance and develop skills and knowledge through CPD • Demonstrate a commitment to safeguarding and the highest standards of child protection • Recognition of the importance of personal responsibility for Health and Safety • Commitment to the school's ethos, aims and its whole community 	

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **11.59pm on Sunday 9th June 2024** Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised shortly after the closing date. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held shortly after the closing date. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact hr@greenshaw.co.uk.

7. Safeguarding

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 successful applicant will be subject to an Enhanced DBS and barred list check.