



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, points 16-25, £34,488.00 - £39,276.00 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

- Full time, 36 hours per week
- 52 weeks per year
- Typical working pattern: Monday to Thursday 8:00am - 4:00pm and Friday 8:15am - 4:00pm
- 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 annual holiday entitlement is 24 days plus 2 extra-statutory days.

## 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 Coordinator
<b>Responsible to:</b>	SENCo
<b>Responsible for:</b>	Learning Support Assistants and Inclusion Administrator

## ROLE OVERVIEW

We are seeking a highly organised and self-motivated Inclusion Coordinator to provide comprehensive administrative support to our dynamic Inclusion Management Team. This role involves coordinating complex schedules, managing a small team of LSAs, line managing the Inclusion Administrator, and overseeing Annual Review administration. You'll ensure adherence to statutory timelines and manage a range of administrative tasks to support the daily operations of the Inclusion team. The ideal candidate will possess strong organisational, communication, and time-management skills.

## MAIN DUTIES AND RESPONSIBILITIES

- 1. To provide strategic oversight for the efficient and compliant execution of Annual Reviews, offering support during critical or busy periods**
  - Maintaining a comprehensive working understanding of the SEN Code of Practice to effectively oversee the overall Annual Review process
  - Provide direct assistance to the Inclusion Administrator during peak workload times or for complex Annual Review cases
  - Managing the complex diary and calendar arrangements for Annual Review meetings involving the Inclusion team, SENCo, and Deputy SENCo
  - Conducting periodic quality assurance checks on Annual Review documentation to ensure adherence to statutory requirements and internal standards
  - Serving as an escalation point for intricate or challenging Annual Review queries, or procedural issues
  - Liaising with, requesting and collating reports from outside agencies and parents prior to Annual Review in line with statutory timeframes
  - Supporting communication and correspondence with Local Authorities, parents, staff, and outside agencies, particularly for complex or sensitive Annual Review matters
  - Applying strong organisational and time-management skills to prioritise oversight activities and effectively support deadline adherence across the Annual Review process
  - Providing support to the SENCo to monitor SEND funding, spending and contributing to top-up funding requests

## **2. To coordinate the termly provision and reviews of people with SEND**

- Maintaining a database of students who require Learning Plans and keeping up-to-date information about interventions they are receiving
- Communicating with key members of the Inclusion team to setup termly appointments
- Providing administrative support to ensure the completion of Learning Plans, and sending out information to parents when Reviews are complete
- Using Provision Map software to record student provisions and costings
- Leading on the development and maintenance of Provision Mapping, with assistance from the Inclusion Administrator.

## **3. To manage and maintain the BromCom SENCo database, SEND pupil and Inclusion department records**

- Maintaining up-to-date records for pupils with SEND, for example, the SEND Register, Provision Map, and other relevant tracking documents
- Ensuring compliance with GDPR by maintaining an efficient filing system for SEND pupil records, overseeing the work of the Inclusion Administrator in this regard
- Distributing confidential, complex or sensitive information to appropriate staff either verbally or in written form
- Circulating information in line with agreed Policy and Procedure for students supported by the Inclusion Department
- Recording and sharing key SEND information with staff and parents and other stakeholders, using agreed school systems
- Supporting and coordinating requests from external agencies regarding information about pupils
- Submitting purchase orders and requisitions on behalf of the Inclusion team and record budget expenditure
- Organising and maintaining key administrative systems including annual reviews, student referrals and round robins
- Collating information to support the evidence-base for referrals of pupils with SEND, for example, EHCNA requests, CAMHS, VPP, etc.

## **4. To support the work of the Inclusion department**

- Providing comprehensive and confidential administrative support for all Inclusion departments
- Attending and completing action points following Inclusion Management Team meetings
- Creating and responding to Inclusion correspondence via telephone, email or letter
- Providing the main point of contact when the SENCo and Deputy SENCo are unavailable, responding to external stakeholders and staff as appropriate
- Triaging queries from external stakeholders and staff to ensure they are directed to the appropriate member of staff for timely resolution

- Providing complex calendar and diary management to the SENCo and Deputy SENCo
  - Supporting the SENCo, Deputy SENCo and Speech and Resource Provision Manager with responses to EHCP consultations and queries from parents of prospective students
  - Writing and maintaining accurate risk assessments for specific pupils with SEND who require them
  - Overseeing re-rooming timetables, room bookings and appointments for external visitors and during examinations/mock examinations
  - Providing additional nurture to students who may access the Inclusion department throughout the day
  - Making arrangements for direct work with any external professionals (e.g. OT Service, Sensory Impairment Service, Educational Psychology Service, etc.), with assistance from the Inclusion Administrator
- 5. To oversee and manage the Inclusion department's complex budgeting and financial processes.**
- Manage the submission of complex purchase orders and requisitions, particularly for alternative provision placements, external therapies, and services.
  - Oversee the allocation and tracking of EHCP funding, ensuring accurate records and compliance with financial procedures.
  - Monitor budget expenditure for the Inclusion team, reporting regularly to the SENCo.
  - Contribute to financial planning and resource allocation discussions within the department.
- 6. To manage the daily operations of a team of Learning Support Assistants**
- Daily management of Learning Support Assistants and agency staff, including strategic deployment and redeployment to cover staff/pupil absence
  - Conducting regular check-ins and performance reviews for Learning Support Assistants
- 7. Line management of the Inclusion Administrator**
- Overseeing the daily tasks and workload of the Inclusion Administrator
  - Providing guidance and support to the Inclusion Administrator
  - Conducting regular check-ins and performance reviews for the Inclusion Administrator

## **GENERAL RESPONSIBILITIES**

- Being 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;
- Being aware of and complying 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;
- Undertaking any other duties commensurate with the post as may be required by the SENCo or Headteacher.

## **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 and ability to obtain and/or enhance qualifications and training and development in the post	x	
Educated to degree-level standard (or equivalent)		x
Relevant training in SEND, particularly in relation to statutory timeframes and communication with parents in line with the SEN Code of Practice		x
<b>Experience and knowledge</b>		
A secure knowledge of the educational experiences of pupils with SEND	x	
Experience of line management and performance review	x	
Experience of planning, delivering and understanding the impact of interventions	x	
Experience of working with external agencies and professionals to support students' learning	x	
Previous experience in using Microsoft Office to record and present work, including sound typing skills	x	
Experience of managing complex budgets	x	
Previous experience of working in a school		x
Previous experience of working within an Inclusion/SEND department		x
Experience of working in a SEND administrative role		x
Knowledge and experience of SEND processes and assessment		x
Experience of using school management information systems (e.g. SIMS, BromCom)		x
Experience of complex calendar management		x
<b>Aptitude and skills</b>		
Strong level of interpersonal and communication skills, with the ability to communicate with colleagues, students, parents and other parties in a professional manner	x	

Excellent organisational and administrative skills	x	
Efficient, accurate and excellent attention to detail to support with maintaining records	x	
Excellent time management skills, with the ability to work under pressure, multi-task and prioritise tasks effectively	x	
Ability to work constructively and flexibility as part of a team, building and forming good relationships with internal and external stakeholders	x	
Ability to work independently and show initiative	x	
Able to be proactive, resourceful and use own initiative, in particular when unexpected issues arise	x	
Excellent IT skills e.g. Microsoft Office, Google Drive	x	
Able to work effectively with a range of different adults, challenging where necessary, but always with tact and diplomacy	x	
Ability to reflect on own practice with a commitment to self-improvement and delivering excellence	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
<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	
Commitment to the school's ethos, aims and its whole community	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 12/07/2026. 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 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 as soon as possible.



# GREENSHAW LEARNING TRUST



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7 Throwley Way,  
Sutton SM1 4AF



020 3988 0218



[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



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