



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 S02, points 26-28, £40,182.00 - £42,060.00 per annum (£35,950.57 - £37,630.80 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 2 weeks (5 Inset days and 5 additional days to be worked during the school holidays)
- Typical working pattern: Monday to Thursday 8:00am to 4:00pm and Friday 8:00am to 3:45pm
- The above hours will include a daily unpaid break of 45 minutes

## 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>	Attendance Lead
<b>Responsible to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Attendance Officers and Attendance Support Worker

## ROLE OVERVIEW

We are looking for an enthusiastic, highly motivated individual to join our committed Attendance team. 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 Attendance Officers maintain our attendance database and implements our attendance procedures and administration. Our Attendance Support Worker works with students and families where habits of good attendance have not been developed, requiring them to conduct home visits and work flexibly and intensively with a small number of students. Our pastoral leads provide individual and group interventions for students who have low attendance but do attend sporadically.

Greenshaw High School tries to adopt a preventative approach to behaviour and attendance. We have a number of timetabled interventions in place to support students with a range of behavioural, social, emotional and mental wellbeing needs. Our classrooms are run effectively and we have strong systems in place to minimise disruption to learning.

## MAIN DUTIES AND RESPONSIBILITIES

- Work directly with the senior leadership team to monitor absence, identify any patterns and concerns, review processes and take a strategic lead on the attendance approach for the whole school
- Communicating with students, Year teams, Mental Health and Wellbeing Lead and Safeguarding Team to gain an understanding of students' needs
- Supporting staff with the development of Action Plans, EBSA plans, individual interventions and group workshops for students and their parents/carers
- In collaboration with the SLT line manager, regularly reviewing and refining systems for ensuring good attendance across the whole school
- Planning how to support families who have difficulties maintaining good attendance
- Using data to evaluate the effectiveness of interventions
- Liaising with Year teams and Sixth Form attendance staff regarding actions to take to improve attendance, and holding them to account for implementing agreed actions
- Line managing the Attendance Officer - Years 7 to 11, ensuring all aspects of their role are carried out efficiently; including regular meetings to monitor attendance and ensure agreed actions and processes are implemented in a timely manner

- Line managing the Attendance Officer - Sixth Form, ensuring all aspects of their role are carried out efficiently; including regular meetings to monitor attendance and ensure agreed actions and processes are implemented in a timely manner
- To be able to cover for Attendance Officers when required, including during sickness or other absences, to maintain effective attendance processes
- Line managing the Attendance Support Worker, ensuring home visits and workshops are carried out effectively and in a targeted fashion
- Keeping up to date with the latest research and guidance in relation to attendance
- Organising and chairing problem-solving meetings regarding students with low attendance
- Closely monitoring attendance data and producing half-termly analyses plus reports for SLT and governors
- Reviewing and updating the attendance policy, ensuring it is compliant with government statutory guidance
- Supporting with Primary-Secondary transition to ensure good attendance habits are established from Year 7
- Work closely with the Safeguarding team and keep the Designated Safeguarding Officer informed of concerns relating to safeguarding and/or child protection.
- Undertaking any other duties commensurate with the post as may be required by the 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 A-level standard (or equivalent)	x	
Educated to at least GCSE grade C/4 standard (or equivalent) in English and Mathematics	x	
Practical experience of word processing, excel, e- mail and other office electronic applications	x	
Willingness to undertake induction and ongoing training	x	
Qualifications in the fields of psychology, mental health, counselling, youth work or any other relevant training		x
Hold a recognised degree (or equivalent)		x
<b>Experience and knowledge</b>		
Knowledge and understanding of how to assess the needs of young people who exhibit SEMH difficulties and EBSA	x	
Knowledge and understanding of behaviour management techniques	x	
Knowledge and experience of supporting parents or carers in implementing strategies at home	x	
Knowledge and understanding of safeguarding procedures and the ability to put these in to practice	x	
Experience of working within a school setting or other similar establishment		x
Experience of school data and information systems in a school environment		x
Experience of working with young people with SEMH		x
Knowledge and experience of supporting young people with issues that may present as barriers to attendance		x
Knowledge and experience of working with multi-agency		x
<b>Aptitude and skills</b>		
Ability to engage and motivate students who may present in a challenging manner	x	
Ability to maintain accurate records electronically	x	

Ability to use initiative to improve process and to be creative and analytical in order to find solutions to complex issue	x	
Courteous and effective when dealing with people, able to exchange information in a tactful and diplomatic manner	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion	x	
Ability to engage and motivate students who may present in a challenging manner	x	
Ability to set boundaries for individuals and groups and manage challenging behaviour	x	
Positive, enthusiastic and committed to supporting the progress and development of young people	x	
Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations	x	
Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional and calm manner when facing emotive difficulties	x	
Ability to listen to and empathise with parents/carers whilst not tolerating low attendance	x	
Excellent interpersonal and communication skills, to enable successful working with a range of professionals, based on mutual respect and understanding	x	
Efficient, accurate and excellent attention to detail	x	
Ability to work under pressure and to strict timelines	x	
Excellent organisational and administrative skills	x	
High standard of literacy and numeracy	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	
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	
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# 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 22/02/2026. 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.



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Sutton SM1 4AF



020 3988 0218



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



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