



COMMITTED TO
EXCELLENCE
GREENSHAW HIGH SCHOOL

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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



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 very proud of our great community and look forward to welcoming you, should you wish to be part of our special community.

Greenshaw High School is a highly over-subscribed 11 to 18 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, and 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 on the cusp of a significant 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, alongside a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with extraordinary 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. 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.

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 Leadership Pay scale points 14-18 (Outer London)

HOURS OF WORK

- Full Time, 32.5 hours per week

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 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:	Assistant Headteacher Behaviour and Attitudes
Responsible to:	Senior Deputy Headteacher

ROLE OVERVIEW

The Assistant Headteacher will be a member of the school's Senior Leadership Team and play a major role in the strategic development of the school, as outlined below. The exact scope of the role (line management of specific year groups, oversight of particular sections of the school) will be finalised during the summer term as all Senior Leadership Team roles are reviewed. However, the postholder will be likely to line manage several year groups and support the school's oversight of behaviour across the school. They would have support in this from a fellow Assistant Headteacher, and be line managed by our Senior Deputy Headteacher.

Behaviour at Greenshaw High School is excellent. This was confirmed by two very positive Ofsted inspections in the last two years. The first report (October 2023) was an ungraded inspection, but the report stated "Behaviour in lessons is excellent" and that "Pupils are very polite around the school. They hold doors open for staff and thank them when they do the same". The second report (October 2024) was graded, and rated *Behaviour and Attitudes* as Outstanding.

Our approach to behavior management is founded upon two pillars. The first is that we take a relational approach to behaviour management based around five key expectations: Do as asked first time; Be safe and considerate; Be ready to learn; Show respect to pupils, staff and the school; and Persevere with learning. The second is that we have clear and predictable routines that are familiar and calm for our young people. This encompasses our first contact with every young person on their entry to our site, to the familiar routines in every classroom. We have worked incredibly hard to create an environment that allows all pupils to thrive, and invested in staff training to develop skills of high-quality classroom management. With our young people we promote an ethos of self-regulation, where pupils can learn to accept responsibility for their own conduct.

When necessary we ask pupils to hold a corrective conversation with a member of staff on the same day to ensure the young person is able to understand if something has gone wrong, put it right and start the next school day afresh. This is in line with our relational approach, and something that lies at the heart of our values.

MAIN DUTIES AND RESPONSIBILITIES

- To contribute to the strategic leadership and development of pastoral and behaviour systems, ensuring the highest standards of student behaviour and attitudes to learning.
- To provide effective line management and leadership of identified team leaders responsible for behaviour.
- Work closely with staff responsible for support of vulnerable students, including those with responsibility for attendance, safeguarding, LAC students, and pupils with SEND.
- To have a comprehensive understanding of the interventions across the school to support behaviour and self-regulation, and understand their effectiveness.
- To lead aspects of the School Improvement Plan and Self Evaluation relating to behaviour and attitudes.
- To model outstanding practice in the classroom, including teaching, planning and feedback in line with the Greenshaw *Principles of Teaching*

LEADERSHIP AND MANAGEMENT

- Share the responsibility for the leadership of the school and contribute to the decision making processes of school leadership.
- To take a lead in the maintaining of high standards of behaviour and dress.
- To have a visible presence in corridors and ensure care for the environment and the fabric of the building, including assisting with lunch-time supervision and gate duty.
- To espouse and actively promote the ethos and policies of the School.
- To communicate and consult with governors, staff, students, parents and members of the wider school community.
- Managing staff and resources, including adding to the capacity of the existing senior team (chairing PSPs, leading readmission meetings, supporting day to day needs).

GENERAL RESPONSIBILITIES

- To work with colleagues in the Greenshaw Learning Trust to support the sharing and development of excellent practice.
- To teach in the region of 10 periods a week.
- To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher in accordance with the relevant Pay and Conditions document.

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
Education, qualifications and training		
Hold an appropriate teaching certificate and Qualified Teacher Status	x	
Hold a recognised degree (or equivalent) with a good classification in a relevant subject	x	
Evidence of Continuing professional development	x	
Postgraduate level qualification or recognised alternative		x
Experience and knowledge		
Leadership of a team of colleagues	x	
Direct responsibility for the achievement and conduct of a year group of pupils or equivalent pupil grouping	x	
An understanding of how to improve pupil and staff performance and evidence of making an impact in this area	x	
Liaison with other agencies beyond school (for example social services, CAMHS or other similar)	x	
Direct oversight of others and responsibility for their performance management		x
Aptitude and skills		
An understanding of the principles and practice of strategic planning	x	
An understanding of how to review operational performance	x	
Excellent communication skills	x	
Demonstrate a commitment to following the school's principles of teaching, learning and assessment	x	
Have an effective approach to behaviour management, setting the highest standards and behavioural expectations	x	
The ability to influence others, make a persuasive case and positively leading change	x	
Willing to take responsibility for professional learning and fully engage in the school's Professional Growth Programme	x	
Ability to communicate effectively, both orally and in writing, with students, parents and colleagues	x	

Committed to the safeguarding of children	x	
Additional requirements		
Have high professional standards and expectations	x	
Demonstrate a commitment to the role of tutor as a central figure in the life of a student and their parents/guardians	x	
Ability to appropriately deal with confidential information	x	
Demonstrate a commitment to comprehensive education and to the active promotion of equal opportunity	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential	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 19/05/2025. 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 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.



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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