



GREENSHAW
LEARNING TRUST



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL

Assistant Headteacher
Director of Behaviours & Attitudes
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’

The GLT is a successful multi academy trust 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 the 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.

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 2,800 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. 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 or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car Benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by: Headteacher

Contract: Permanent

Salary: Leadership Pay Scale points 14-18 with Outer London Allowance

Hours of Work: Full time

Flexibility and the ability to work outside of the normal working hours may be required

Place of Work: Greenshaw High School, Grennell Road Sutton SM13DY

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

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.



ASSISTANT HEADTEACHER
DIRECTOR OF BEHAVIOUR & ATTITUDES
Leadership Pay Scale points 14 - 18 with Outer London allowance

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 take a lead on oversight of behaviour across the school.

Behaviour at Greenshaw High School is 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.

We promote an ethos of self-regulation where young people should 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.

Visiting the school -

Candidates may choose to tour the school and meet the headteacher prior to the deadline. This is an opportunity to see the school in action and may inform an application. However, we understand the pressures on schools where releasing a candidate for a pre-interview visit might not be possible. Should candidates wish to take advantage of this they should contact srichards@greenshaw.co.uk

Job Description –

The items below are not exhaustive but are indicative of the scope of the role.

1. Key Responsibilities

- Strategic leadership and development of pastoral and behaviour systems ensuring the highest standards of student behaviour and attitudes to learning.
- Provide effective line management and leadership of identified team leaders responsible for behaviour.
- Work closely with staff responsible for support of vulnerable students, attendance, safeguarding, LAC students, pupils with SEND and the Junction.
- To have a comprehensive understanding of the interventions across the school to support behaviour and self-regulation, and understand their effectiveness.
- 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*.

2. Leadership & 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 with day to day needs).

3. Other

- To work with colleagues in the Greenshaw Learning Trust to support the sharing and development of excellent practice.
- To teach in the region of 20 periods.
- To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher in accordance with the relevant Pay and Conditions document.

Undertaking any other duties commensurate with the post as may be required by the Headteacher requirements of the person specification.

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
Qualifications and training		
Degree or equivalent	x	
Qualified Teacher Status	x	
Post graduate level qualification or recognised alternative		x
Evidence of continuing professional development	x	
Experience		
Leadership of a team of colleagues	x	
Direct oversight of others and responsibility for their performance management		x
Direct responsibility for the achievement and conduct of a year group of pupils, or equivalent pupil grouping	x	
Liaison with other agencies beyond school (for example social services, CAMHS or other similar)	x	

An understanding of how to improve pupil attendance, and evidence of making an impact in this area	x	
Abilities, Skills and Knowledge		
An understanding of the principles and practice of strategic planning	x	
An understanding of how to review operational performance	x	
Excellent communication skills	x	
The ability to influence others, make a persuasive case and positively leading change	x	
Personal Qualities		
A commitment to getting the best outcomes for children	x	
A desire to promote positive relationships with young people while promoting the highest standards of learning & behaviour	x	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, 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 9.00am Monday 2nd October 2023. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised shortly after the closing date. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held on Monday 9th October 2023 Applicants will 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.

