

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

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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.

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, 4/5 points 7-15, £31,290.00 - £35,109.00 per annum (£26,983.82 - £30,277.25 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 5 Inset days
- Typical working pattern: Monday to Thursday 8:00am to 15:45pm and Friday 8:00am to 15:30pm
- The above hours will include a daily unpaid break of 30 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 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

Post:	Curriculum Support Officer
Responsible to:	Assistant Headteacher

ROLE OVERVIEW

We are looking for an enthusiastic and dedicated Curriculum Support Officer to join our committed Curriculum Support Department. 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.

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.

MAIN DUTIES AND 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:

  o Carrying out research

  o Preparing and mounting displays

  o Routine marking not requiring specialist knowledge

  o 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.

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		
Educated to at least A-level standard (or equivalent)	X	
Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics	X	
Willingness to undertake ongoing training	X	
Educated to degree level		X
Experience and knowledge		
Practical experience of word processing, excel, e-mail and other office electronic applications	X	
Previous experience of working in an educational setting, ideally a secondary school		X
Previous experience of working successfully as part of a team		X
Aptitude and skills		
Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional manner	X	
High standard of literacy and numeracy	X	
Excellent organisational skills	X	
Efficient, accurate and excellent attention to detail	X	
Ability to work flexibly to support others and respond to unplanned situations	X	
Ability to work independently and show initiative	X	
Ability to work under pressure, prioritise, multi-task and work to strict timelines	X	
Excellent ICT skills e.g. Word, Excel	X	
Ability to engage and motivate students who may present in a challenging manner, and to remain professional when facing emotive and distressing difficulties	X	
Ability to work constructively as part of a team and build and form good relationships with colleagues	X	
Committed to the safeguarding of children	X	

Additional requirements		
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 19/11/2026. 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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ORU Sutton,
7 Throwley Way,
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