



**GREENSHAW**  
LEARNING TRUST



*Orchard Park  
High School*

**Student Conduct Support  
Worker  
Recruitment Pack**

**ALWAYS  
LEARNING**

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## Dear Candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress.

We are thrilled to share with you this exciting opportunity to join us as Student Conduct Support Worker and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Our standards are high, classrooms are disruption free, pupils are polite and courteous and our staff are completely committed to bringing their best self to work, every day.

The successful applicant will be fiercely passionate about the improvement of life chances for our children and committed to continuing to develop the foundations we have already built here at Orchard Park High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations. They will have a clear understanding of this and will ensure that this is secured across the school to allow students and staff to truly flourish. You must be driven, high performing and obsessive about education. You will also benefit from the expertise and constant feedback from Greenshaw Learning Trust. We work closely with them every single day, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal role for you.

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 and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

I would welcome an informal conversation with any potential candidates; to arrange this, please contact Karen Weighill, HR Manager via email: [kweighill@orchardparkhigh.net](mailto:kweighill@orchardparkhigh.net)



Carly Moran  
*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 2,700 people and educates over 117,3006,750 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

<b>Line Managed By:</b>	Student Conduct Manager
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	Outer London NJC Grades 1-2 points 1 – 4 (£23,457 - £24,408 pro rata. <b>Actual Salary: £ 19,735-£20,535pa</b> Salary will be determined by experience and qualifications
<b>Hours of Work:</b>	36 hours a week, term time only
<b>Working Patten:</b>	8am – 4om Monday to Friday
<b>Place of Work:</b>	Orchard Park High School
<b>Holiday Entitlement:</b>	As this is a term time role the post holder will be paid an enhancement for holiday pay
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	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: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Baring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<b>Right to Work Check:</b>	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.

### **Job Description**

Support in the running of the out of lesson provision under the guidance of the Student Conduct Manager.

### **Key Purpose**

- Carry out administrative duties: register, tracking documents, school communications parent communications, report student progress as directed
- Run morning roll-call each day to ensure students are ready to learn
- Support classroom teachers in implementing the behaviour policy to ensure lessons are disruption free
- Support in the investigation of incidents involving support the on-call process
- Deliver student mentoring and bespoke support when needed
- Carry out morning and after school duties as directed
- Liaise with the Senior Leadership Team and Heads of Year
- Contribute to day-to-day duties

### **Key Contacts**

- Daily involvement with teaching staff and students
- Contact with parents/carers and other stakeholders as and when necessary

The duties and responsibilities in this job description are not restrictive and the post holder 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.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>• Have a good standard of education</li> <li>• Be confident using Microsoft Office applications and Google Drive and the ability to learn new ICT systems</li> <li>• Experience of working in a school and/or with young people</li> <li>• An understanding of the learning environment in which schools operate</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of SIMS</li> <li>• Knowledge of pastoral or behavioural systems</li> <li>• A sound understanding of GDPR and its application in an educational environment.</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>• Have the ability to establish positive relationships with pupils, including those with special educational needs</li> <li>• A 'can do' attitude</li> <li>• Has a commitment to their own CPD (continuous personal development)</li> </ul>	
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> <li>• Ability to work under pressure and remain positive, enthusiastic and resilient</li> <li>• Commitment to the school's ethos, aims and its whole school community</li> <li>• Unbridled optimism, energy and resilience</li> <li>• Understands the need for sensitivity and confidentiality</li> </ul>	

## 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 [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies). 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 **5pm on Friday 22<sup>nd</sup> September, 2023**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on the same day. 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 shortly after the closing date. 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 following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible, ideally in the Summer Term.

### 6. Additional information

For further information, please contact *Karen Weighill*: [kweighill@orcxhardparkhigh.net](mailto:kweighill@orcxhardparkhigh.net), or call 0208 776 0220

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.