



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 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](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

- Maternity cover

## SALARY

- Salary calculated in line with Outer London Main/Upper pay scale

## 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

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Post:</b>           | Teacher of English (Maternity Cover) |
| <b>Responsible to:</b> | Head of Department                   |

## ROLE OVERVIEW

We are looking for an enthusiastic subject specialist to join our committed English 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.

## DEPARTMENT OVERVIEW

English is delivered throughout the school by a large, innovative and ambitious team of specialists. We aim to nurture, promote and develop students' understanding and enjoyment of these subjects through our methodology and practice. Effective teaching and learning is our aim. The English team work together collaboratively, with everyone making their own valuable contributions to ensure the development and success of the department.

We enrich the curriculum through organised trips and visits such as theatre visits and poetry workshops and conferences.

## MAIN DUTIES AND RESPONSIBILITIES

- Teaching your subject area up to Key Stage 4 (up to Key Stage 5 is desirable);
- Playing a central role in the department, contributing to extra-curricular activities, revision sessions, competitions, trips and open days;
- Making a vital contribution to the efficient running of the department including setting and marking examinations and undertaking administrative tasks as delegated by the Head of Department;
- Continuing to develop the high standards of work and expectation of student progress within the department;
- Enhancing the quality of teaching and learning in the department and wider school through sharing resources and good practice, lesson observation, collaborative teaching and mentoring;
- Adhering to the school's principles of teaching, learning and assessment;
- Taking responsibility for professional learning and fully engage in the school's Professional Growth Programme;
- Promoting high levels of written and oral academic language and develop students' knowledge of the world;
- Setting the highest standards and behavioral expectations in lessons and around the school;

- Maintaining the highest standards of professional conduct and act as a role model to young people;
- Selecting, using and preparing appropriate resources that maximise the impact of teaching on student learning;
- Actively liaising with all specialist support available to provide appropriate provision for students with different learning and/or behavioral needs, but to remain accountable for the progress of those students;
- Undertaking the role of form tutor;
- Committing to and supporting the school's policy and practice in relation to safeguarding and child protection;
- Undertaking 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 |
|---|-----------|-----------|
| <b>Education, qualifications and training</b>   |           |           |
| 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         |           |
| <b>Experience and knowledge</b>   |           |           |
| Experience teaching Key Stage 4   | x         |           |
| Excellent subject knowledge and a genuine passion for teaching your subject   | x         |           |
| Detailed knowledge of current curriculum and pedagogical developments in the teaching of English and the wider curriculum   | x         |           |
| Experience teaching Key Stage 5   |           | x         |
| <b>Aptitude and skills</b>  |           |           |
| Ability to teach your subject area up to Key Stage 4  | x         |           |
| Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning   | x         |           |
| A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement | 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         |           |
| Have sound skills as a classroom practitioner   | x         |           |
| Willingness to participate in extra-curricular activities   | 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         |           |
| Able to work effectively within a team and to make an active contribution to the success of the department, including co-planning and peer review                             | x         |           |

|   |   |   |
|---|---|---|
| Committed to the safeguarding of children   | x |   |
| Ability to teach your subject area up to Key Stage 5  |   | x |
| <b>Additional requirements</b>  |   |   |
| 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 22/05/2025. 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.



**GREENSHAW**  
LEARNING TRUST



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Sutton SM1 4AF



020 3988 0218



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