



**GREENSHAW**  
LEARNING TRUST



COMMITTED TO  
EXCELLENCE

GREENSHAW HIGH SCHOOL



# Curriculum Support Officer Recruitment Pack

**ALWAYS  
LEARNING**

## A Warm Welcome from the Headteacher

Dear candidate,

Thank you for your interest in joining Greenshaw High School. This is a truly unique opportunity to join our community and ensure that our vision of increasing the life chances of our students continues, both within our school, and across the Greenshaw Learning Trust.

Greenshaw is a highly over-subscribed 11 to 19 mixed comprehensive secondary school and sixth form situated in Sutton, South West London. There are currently 1900 students on roll, with over 200 staff providing teaching, pastoral care and other support across the school. We are a successful and popular school with an established record of nurturing high levels of attainment in its students. We provide a first rate-teaching environment that challenges all students to achieve their very best and an individual pastoral support programme to guide them in this endeavour.

At the heart of our enterprise are our core values, with their emphasis on equality of opportunity, respect for others and the value of learning. Upon these foundations we have built a thriving educational establishment, where students have flourished and continued to study a wide range of subjects at some of our country's most prestigious universities.

Our staff play an integral part in the achievements of the school and its students. Should you join us, you will work alongside an exceptionally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require to become the very best in your chosen area.

I would encourage you to visit the school's website [www.greenshaw.co.uk](http://www.greenshaw.co.uk) to find out more about our school. We do welcome visits prior to application. If you would like to arrange a visit or if you would like any further information, please contact the school's HR team at [recruitment@greenshaw.co.uk](mailto:recruitment@greenshaw.co.uk).

If you feel that you have the skills, experience and drive to help support the school's vision and its students 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 and whose experiences 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 look forward to welcoming you in person at Greenshaw High School soon.



Yours sincerely,



**Nick House, Headteacher**

## Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust 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 believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local 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 to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## 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 Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

## **Cycle to Work scheme**

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through the Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings.

## **Gym Discounts**

As an employee of the Greenshaw Learning Trust, you can benefit from discounts at over 2900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

## **Employee Assistance Programme**

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things.

## **My Health Programme**

This scheme offers physiotherapy, counselling, nutrition and lifestyle coaching and clinic based assessments. All services are chargeable but are offered at a competitive price.

## **Eye Care Voucher Scheme**

The Greenshaw Learning Trust is committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses.

## **Green Car Scheme**

The Greenshaw Learning Trust is delighted to introduce Tusker, a salary sacrifice scheme that offers its staff the opportunity to offset salary in exchange for a brand new electric or hybrid car. The scheme will contribute to the GLT commitment to reducing emissions and improving its carbon footprint. A fixed monthly amount is taken directly from your gross salary and in return you have the use of a new car.

## Curriculum Support Officer

**NJC Pay Scale 4/5 points 7 - 15, £19,747 - £22,774 (actual) per annum**

**36 hours per week, term time plus one week**

**Start date: Immediate**

This is an excellent opportunity for a highly motivated and committed individual to join Greenshaw High School as a Curriculum Support Officer. The successful candidate will play a key role in supporting our curriculum departments, supervising classes in the absence of teaching staff, supporting students in classes or extra-curricular activities, and providing administrative support to curriculum departments. For the right candidate, this is a fantastic opportunity to gain classroom experience whilst making a difference to the lives of our students.

### Working Hours

The normal working hours will be 36 hours per week, however flexibility and the ability to work outside of the normal working hours is required. Typically, the working pattern will be:

Monday to Thursday	08:00 – 15:45
Friday	08:00 – 15:30

The above hours include a daily unpaid break of 30 minutes.

The post-holder will be contracted to work term time plus one week.

### Holiday Entitlement

The annual holiday entitlement is 24 days, subject to the completion of six month's service. This will increase to 27 days on completion of five year's continuous Local Government Service. As this is a term time post, payment for holiday entitlement is inclusive within the salary.

### Salary

The successful applicant will be placed on point 7 of the NJC pay scale, with the opportunity to progress to point 15. Salaries are paid monthly on the last working day of each month.

### Local Government Pension Scheme

The successful candidate will automatically become a member of the Local Government Pension Scheme. Details of the Local Government Pension Scheme are available from the website: <http://www.lgpsmember.org>.

### Probationary Period

New employees will be required to complete a six-month probationary period.

### **Disclosure Check**

This appointment is subject to the receipt of a satisfactory Disclosure and Barring Check.

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

### **Occupational Health**

The appointment is subject to satisfactory Occupational Health clearance.

### **General**

Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services.

## Curriculum Support Officer - Job Description

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 Senior Teacher Coach, and are supported by their Head of Department.

The main duties and responsibilities will include:

### Main 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:
  - Carrying out research
  - Preparing and mounting displays
  - Routine marking not requiring specialist knowledge
  - 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.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Curriculum Support Officer - Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. **When you complete your statement of suitability, you should mention any experience you have had which shows how you could meet these requirements.**

	ESSENTIAL	DESIRABLE
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Educated to at least A-level standard (or equivalent)</li> <li>• Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics</li> <li>• Willingness to undertake ongoing training</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Practical experience of word processing, excel, e-mail and other office electronic applications</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an educational setting, ideally a secondary school</li> <li>• Previous experience of working successfully as part of a team</li> </ul>
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills, and the ability to communicate with colleagues, students, parents and other visitors in a professional manner</li> <li>• High standard of literacy and numeracy</li> <li>• Excellent organisational skills</li> </ul>	



	<ul style="list-style-type: none"> <li>• Efficient, accurate and excellent attention to detail</li> <li>• Ability to work flexibly to support others and respond to unplanned situations</li> <li>• Ability to work independently and show initiative</li> <li>• Ability to work under pressure, prioritise, multi-task and work to strict timelines</li> <li>• Excellent ICT skills e.g. Word, Excel</li> <li>• Ability to engage and motivate students who may present in a challenging manner, and to remain professional when facing emotive and distressing difficulties</li> <li>• Ability to work constructively as part of a team and build and form good relationships with colleagues</li> </ul>	
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Desire to work with young people and to support their education and achievements</li> <li>• Commitment to improving the life chances of young people and motivated by a desire to provide high standards of service delivery</li> <li>• Sensitivity to the range of needs and difficulties that young people experience</li> <li>• Able to appropriately deal with confidential information</li> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Demonstrate a commitment to safeguarding and the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health and Safety</li> </ul>	



	<ul style="list-style-type: none"><li>• Commitment to the school's ethos, aims and its whole community</li></ul>	
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## The Application Process

### How to Apply

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed through your online account and you will be kept up to date with the progress of your application.

The completed online application form should be accompanied by a statement of suitability of no more than two 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. CVs should not be submitted.

Applications must be received no later than **09:00am on Monday 6<sup>th</sup> December 2021**. Applications received after the deadline will not be considered.

Please note: the school reserves the right to close the vacancy early in the event of a large number of applications.

### Shortlisting

Shortlisting will be finalised **shortly after the closing date**. Shortlisted candidates will then be invited by email to attend an interview. Please make sure that you have clearly indicated an email address on which you can be reached. References will be taken up after shortlisting if consent has been provided.

### Interviews

Interviews will be held **shortly after the closing date**. The interview process will consist of an interview task and a formal interview.

### Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### Additional Information

For further information, please contact the school's HR team at [recruitment@greenshaw.co.uk](mailto:recruitment@greenshaw.co.uk).

**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.**