



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



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

- Fixed Term (2 years until August 2028, subject to review thereafter based on pupil funding and operational requirements)

SALARY

- Salary calculated in line with NJC Outer London pay scale, 1c/3 points 5-6, £30,408.00 - £30,843.00 per annum (£23,673.73 - £24,012.39 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

- 32.50 hours per week
- Term time plus 5 INSET days
- Typical working pattern: Monday to Friday 8:15am to 3:15pm
- 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:	1:1 Learning Support Assistant (Fixed Term)
Responsible to:	Inclusion Coordinator

ROLE OVERVIEW

We are looking for a 1:1 Learning Support Assistant to join our committed Inclusion 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.

This is an excellent opportunity for highly motivated and committed individuals to join Greenshaw High School as a 1:1 Learning Support Assistant. The successful candidate will provide comprehensive, direct 1:1 academic, environmental, and medical support for a specific pupil with complex neurological and physical needs (specifically complex epilepsy presenting as regular focal and tonic-clonic seizures).

Full, specialised training will be provided to the successful candidate. Working in close collaboration with class teachers, the Inclusion Team, and medical professionals, the primary aim of this role is to safeguard the pupil's physical wellbeing, facilitate their full access to a high-quality mainstream curriculum, and strategically scaffold their independence and self-regulation.

MAIN DUTIES AND RESPONSIBILITIES

1. Medical Monitoring and Response (following full training)

- Serve as the primary point of medical monitoring for the designated pupil across the school day, including lessons, transitions, and approved after-school activities;
- Safely and confidently identify early indicators or subtle warning signs of focal onset (e.g. brief situational awareness loss, or sudden unresponsiveness);
- Execute established Seizure Management and Post-Seizure protocols calmly and efficiently during both focal and convulsive tonic-clonic events; prioritise the pupil's immediate physical safety, protect their head/airway, and carefully time episodes;
- Administer emergency first aid and liaise rapidly with the school's Senior On-Call and First Aid teams, administering rescue protocols or contacting emergency services (999) as dictated by the pupil's Healthcare Plan (HCP);
- Guide the pupil to low-stimulus environments during post-seizure phases, managing severe disorientation or anxiety with sensitivity, and accurately logging all incidents.

2. Supporting Learning and Fostering Independence

- Assist the pupil by breaking instructions into shorter, manageable steps to prevent cognitive overload;
- Strategically balance safety with independence, positioning yourself non-intrusively in learning spaces to foster self-sufficiency;

- Implement agreed accommodations, including 15-minute alertness check-ins and managing the pupil's brain breaks and Time Away cards;
- Ensure classroom seating arrangements accommodate the pupil's right-eye peripheral vision deficit by keeping materials within their left visual field.

3. Environmental Safety and Transition Support

- Accompany the pupil during room changes and social times, utilizing an Early Exit Pass to navigate corridors safely before peak crowd movements;
- Provide physical stability on stairs (standing on the pupil's right side due to their visual deficit), manage lift access during acute fatigue, and support toilet safety protocols discreetly;
- Assist in conducting and maintaining risk assessments for practical subjects (e.g. Science, Technology) and accompany the pupil on off-site trips.

4. Support in Exams and Assessments

- Providing support for students with approved access arrangements during internal and external examinations and assessments. This may include acting as a reader, scribe, or practical assistant; providing supervised rest breaks; facilitating the use of assistive technology or adapted equipment; ensuring an appropriate and compliant environment for examinations;
- Where appropriate and within regulatory guidelines, guiding students to develop strategies for managing exam conditions and accessing materials independently, reducing reliance on LSA support where possible;
- Assisting students in understanding exam conditions, focusing on building their confidence and reducing anxiety.

5. Collaboration and Professional Growth

- Maintain a structured daily handover with parents/carers regarding the pupil's morning and afternoon presentation and fatigue levels;
- Brief alternative LSAs or cover staff fully on the pupil's profile and emergency protocols to ensure continuity of care during planned absences;
- Actively participate in mandatory, specialist training provided by the Epilepsy Nurse, school first-aid leads, and the SENCO to build proficiency in this role;
- Maintain strict confidentiality regarding medical records while actively championing the pupil's social inclusion and dignity within the school community.

6. General Responsibilities

- Being 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;
- Being aware of and complying 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;
- Undertaking any other duties commensurate with the post as may be required by the Inclusion Coordinator or 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 induction and ongoing training	x	
A strong desire and willingness to undergo specialised medical training (including Epilepsy/Seizure Management and administration of rescue protocols)	x	
Educated to degree level		x
Hold qualifications ensuring that support can be provided in a specific GCSE subject to at least a B grade		x
Current First Aid at Work or pediatric first aid qualification		x
Experience and knowledge		
Previous experience of working successfully as part of a team	x	
Proven experience working with children or young people (this could be within an educational, care, or community/youth setting)	x	
Practical experience of word processing, excel, e-mail and other office electronic applications	x	
Previous experience working as a Learning Support Assistant or 1:1 role within a secondary school setting		x
Previous experience of working with children with special educational needs		x
Previous experience or training in SEN		x
Aptitude and skills		
Exceptional emotional resilience and the ability to remain calm, authoritative, and professional during medical emergencies or highly distressing situations	x	
Outstanding observational skills; ability to maintain attentive, discrete surveillance without compromising a child's social dignity	x	
Ability to communicate professionally, clearly, and sensitively with colleagues, medical staff, and parents	x	

High capacity to work flexibly, show initiative, and respond effectively to rapidly changing, unplanned medical or physical situations	x	
High standard of literacy and numeracy to scaffold secondary-level curriculum content	x	
Ability to keep records and write reports on student development	x	
Excellent organisational skills	x	
Efficient, accurate and excellent attention to detail	x	
Excellent IT skills e.g. Word, Excel	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 20/9/2026. 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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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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