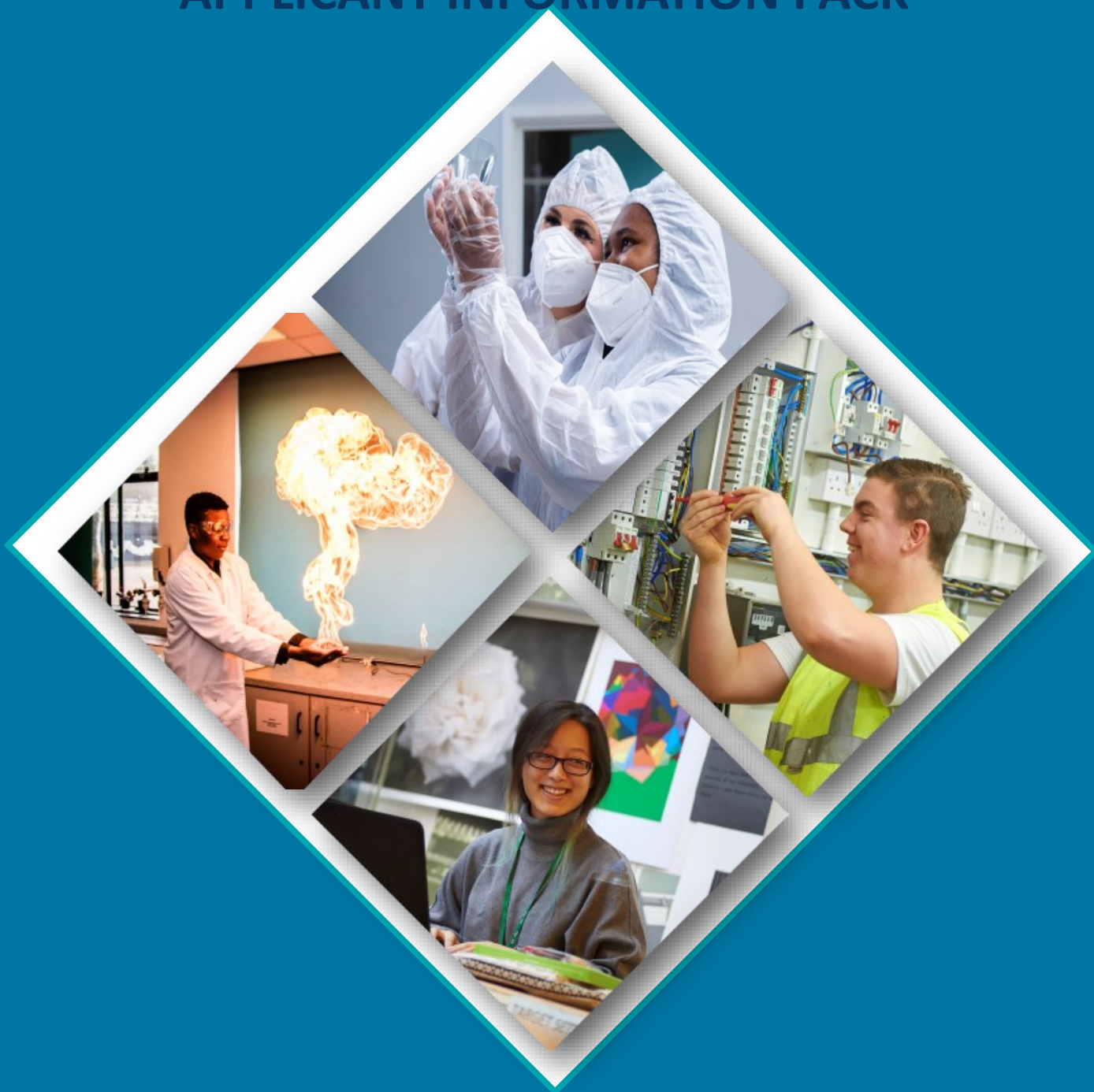


**SHOOTERS HILL SIXTH FORM COLLEGE
ASSISTANT PRINCIPAL—STUDENT EXPERIENCE
(DESIGNATED SAFEGUARD LEAD—STRATEGIC)
APPLICANT INFORMATION PACK**



**SHOOTERS HILL
SIXTH FORM COLLEGE**

Transforming Lives

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life.”

OFSTED 2024



SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce after university.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

Coffee Corner
Greenwich School Sports Partnership
Fully Equipped Fitness Suite
Swimming Pool
Art Gallery
City View Restaurant

Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



ADVERT

Assistant Principal—Student Experience & DSL (Strategic)

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

Shooters Hill Sixth Form College are seeking to appoint an Assistant Principal - Student Experience and Designated Safeguarding Lead (Strategic), to join our supportive, friendly and highly experienced College Strategy Team for the start of the new academic year 2024/25.

Our successful appointee will be an inspirational strategic senior leader with a proven track record of success in raising standards and excellent management skills. You will demonstrate leading improvement strategies in an educational environment and be responsible for implementing the key aspects of our student experience strategy with commitment to an enhanced and inclusive student experience, student wellbeing and welfare. You will address student feedback, build community and contribute to student success.

We need you to inspire others, work collaboratively with the highly experienced College Strategy Team, dedicated staff and our enthusiastic and committed Board of Trustees to ensure the continued success of the college, leading the college on its journey towards 'Outstanding'.

If you are looking to take the next step of your own journey and use your proven track record of success, excellent communication skills and leadership qualities to contribute to our secure, sustainable and deep-rooted improvements and if equality, diversity and inclusivity lies at the heart of all you do, then this college could be the perfect place for you.

Please contact us if you would like to have an informal Teams meet with the Principal (available up until 15th May)

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

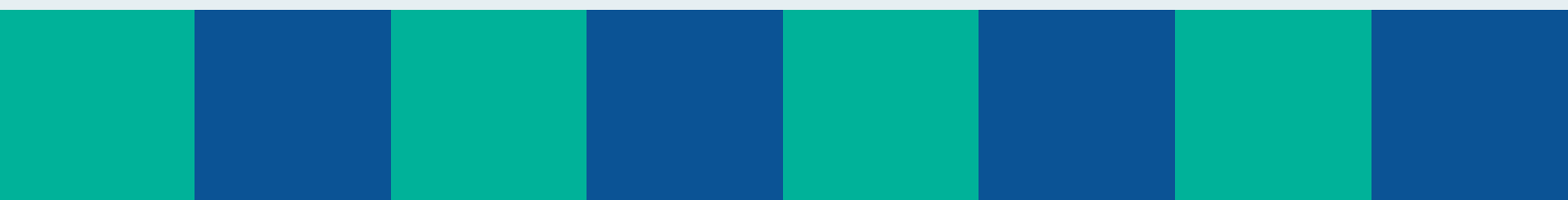
Completed applications to be sent to: hrteam@shc.ac.uk

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.



JOB DESCRIPTION

Assistant Principal—Student Experience & DSL (Strategic)

GRADE : L10—L14 (Non-Teaching)

RESPONSIBLE TO : Principal

RESPONSIBLE FOR: Director of Marketing and Communication, Director of Enrichment, Community and Pastoral, Head of Mental Health and Wellbeing, Head of Alternative Provision, Futures Manager, Safeguarding and Welfare Team, Security

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

You will be a role model and provide strategic leadership to ensure the delivery of the Student Experience is of the highest standard and responsive to the needs of our diverse range of learners. You will act as a creative leader, operating at all times to support our college values and behaviours. You will be a collaborative member of the College Strategy Group, contributing positively to the strategic development of the college, providing both challenge and solutions.

The ideal candidate will have significant and relevant experience of strategic leadership, working with a senior management team. You will have led student services and / or experience at a strategic level and have a successful track record of policy developments, management, delivering and implementing change and achieving results that impact positively on young people. You will be an inspirational communicator and dynamic leader, able to articulate a vision and inspire others to success.

To establish a culture that promotes excellence, inclusivity and championing equality and diversity, the post holder will ensure that every encounter is a positive experience that establishes Shooters Hill Sixth Form College as the first choice for local learners.

MAIN TASKS, DUTIES AND RESPONSIBILITIES

Strategic direction and planning / leadership

- To work effectively with the Principal, Board of Trustees and College Strategy Group, to achieve the college's mission and strategic goals.
- To provide inspirational leadership and effective management across all areas of responsibility.
- Under the direction of the Principal, support the colleges ethos and values, culture and strategic intents.
- To foster a learning culture that is supportive, innovative and responsive to the needs of our students.
- To place the highest priority on attempting to ensure that individual and overall college key performance targets are met.

MAIN TASKS

Assistant Principal—Student Experience & DSL (Strategic)

Strategic direction and planning / leadership

- To lead on the development of our strategy to support students on alternative programmes of study, to include those who may need a transition programme.
- To lead and support the Futures Manager to ensure that we meet all of the Gatsby Benchmarks and that the college is successful in achieving careers accreditation.
- To support, contribute to and take personal responsibility for leading and implementing the college's commitment to Diversity and Equality of Opportunity, Safeguarding, and Prevent.
- Ensure the effective provision and utilisation of resources across all areas, to ensure high levels of service.
- To maintain a comprehensive understanding of the current and future national, regional and local educational scene and advise on trends which could affect the colleges educational character, performance and other operations.
- Create a culture of uncompromising ambition for learners and staff to reach excellence.

Behaviour, attitudes and personal development

- Have overall leadership responsibility for strategies to improve students' personal development, to include enrichment and community engagement.
- Significantly contribute to the leadership of students attitudes and behaviours for learning, that create a positive and calm environment, both onsite and offsite.
- To provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in the college and in the wider society.
- To continually raise standards on all key quality performance indicators, working with the Principal, to set challenging targets and monitoring their achievement throughout the key support areas.
- To ensure all teams promote and reinforce our Ready, Respectful and Safe code of conduct, this includes having high expectations of all students, across all areas of the college and that all staff in the areas consistently apply this.
- To play a part at senior level in monitoring the effectiveness of the college's expected standards of students behaviour and safeguarding.
- To effectively lead the Director of Personal Development to ensure that we embed effective tutorial and enrichment opportunities to enrich students' college experience, their wider knowledge and engagement with the community.
- To ensure effective learner support mechanisms are in place that maximise chances of success.
- Introduce strategies that will support learners to develop confidence, resilience and knowledge so that they can keep themselves mentally and physically healthy.
- Develop students understanding of appropriate healthy relationships with all community stakeholders.
- To lead on the development and implementation of the college's services to support recruitment, induction, achievement and progression and raise participation levels in learning.
- To work with the student council and implement a learner voice strategy that ensures the student voice is heard and contributes to improvements in the experience for all learners.
- To lead the way in creating an environment that supports and celebrates diversity and inclusion.

MAIN TASKS

Assistant Principal—Student Experience & DSL (Strategic)

Safeguarding

- To have a strategic overview of safeguarding and behaviour across the college, monitoring and reviewing the quality of provision.
- To liaise with the Board of Trustees on safeguarding matters as required.
- Inform the Principal of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm and police investigations.
- To act as a source of support, advice and expertise for staff on all areas of safeguarding.
- Work with other senior leaders to drive the whole college strategy.
- Lead and deliver the appropriate safeguarding training and annual updates of all staff.
- Work with the Director of HR to ensure the SCR is reviewed and updated regularly.
- Ensure compliance with current safeguarding regulations, guidance and best practice.
- Ensure their own safeguarding knowledge is up to date and evaluate gaps in knowledge to further access PD.
- Ensuring the safeguarding policies of the college are sector leading, up to date and implemented on the ground.
- Ensure that all staff are trained, as appropriate to their role, on safeguarding matters including in the use of MyConcern.
- Support the development of the Safeguarding Team, providing leadership, chairing meetings, developing strategic plans, implementing them, monitoring and evaluating the impact.
- Work with senior leaders within the college and the wider college, including Human Resources, to ensure effective and timely management of allegations against any member of staff.
- Strategic lead for PREVENT including risk assessments.

Management, Appraisal, Training and Development of Staff

- Lead and manage Directors, Managers and other designated staff, setting clear, stretching and measurable targets and objectives and undertaking regular professional reviews.
- Provide people focussed leadership and support teams that are dynamic, innovative and effective and sets high expectations of both students and staff.
- To identify continuous professional development opportunities for Directors and Managers where applicable and appropriate.
- To manage transformational change within the area, empowering staff and teams to make a difference and benefit our students.
- Provide effective leadership, management and support to enable teams to perform to their full capacity and achieve all goals and KPI's.
- Contribute to a team culture which is supportive of and aligns with our college core values.
- Expect and demand high standards in all aspects of the area/s.

MAIN TASKS

Assistant Principal—Student Experience & DSL (Strategic)

Management, Appraisal, Training and Development of Staff

- Act as a role model and champion of college core values.
- To contribute to continuous professional development activities at the college.
- To ensure all managers support all new staff so that they are well inducted into the relevant teams.
- To take ownership for improvements in performance and ensure that managers also do the same.
- To foster and maintain a positive team ethos through effective communication, co-operative planning and sharing of knowledge, skills, and expertise and through leading and managing team meetings.

Quality Assurance / Improvement

- To be part of and work collaboratively with the Quality Assurance Team to ensure continuing improvement in the student experience at the college.
- To lead on the implementation, review and deliver a Safeguarding Policy and Action Plan.
- To lead on the implementation, review and deliver a Prevent Strategy and Action Plan.
- To lead on the development and implementation of other relevant policies, processes and procedures for an inclusive accessible learning environment.

Other

- To work with the Principal, to develop and consolidate new and existing strategic partnerships and relationships which will enhance the college's reputation.
- To ensure strong leadership of effective resource management within all areas of responsibility.
- To manage appropriate budgets and ensure that these are efficiently operated.
- To carry out other duties that may be required as the college and the role evolve.

MAIN TASKS

Assistant Principal—Student Experience & DSL (Strategic)

Safeguarding

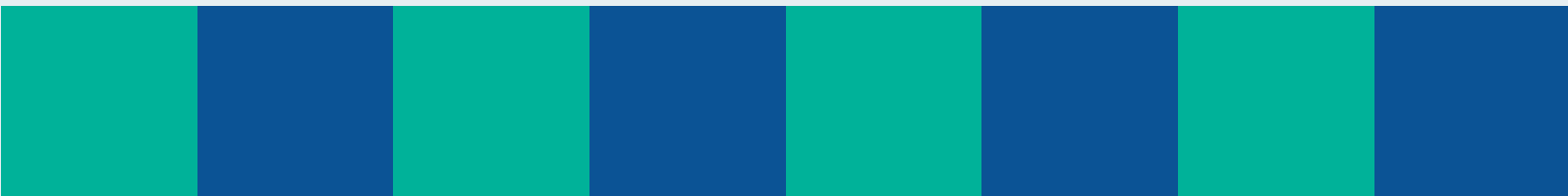
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



PERSON SPECIFICATION

Assistant Principal—Student Experience & DSL (Strategic)

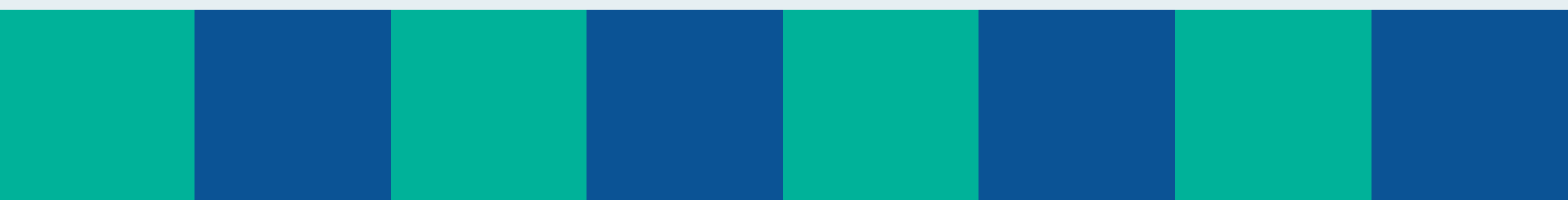
Requirement	Essential	Desirable	Selection Method
Qualifications			
First degree		✓	AF
Masters/higher degree		✓	AF
Evidence of recent and progressive career development and appropriate professional development	✓		AF/I
Level 3 Safeguarding training		✓	AF
Knowledge and Experience			
A comprehensive knowledge of further education curriculum developments including 14-16.	✓		AF/T
Experience of senior leadership in one of the following; marketing enrichment, community, pastoral, mental health, wellbeing, careers, or safeguarding.	✓		AF
Experience of working with external safeguarding agencies	✓		AF/I/T
Experience of using MyConcern and MyVoice safeguarding software		✓	AF/I
Knowledge of relevant legislation and statutory guidance, such as Keeping Children Safe in Education and Working Together to Safeguard Children.	✓		AF/I
Skills and Abilities			
The ability to think strategically translating vision into high impact leadership which ensures the vision is widely shared	✓		I
The ability to set and achieve challenging performance targets and effectively manage under-performance	✓		AF/I
The ability to communicate information accurately and effectively	✓		AF/T
High levels of team leadership skills - the ability to lead, manage, motivate and challenge people to work towards common goals.	✓		I/T
The ability to prepare and present formal reports and give formal presentations	✓		AF/I
The ability to find solutions when faced with problems and challenges	✓		AF/I
Ability to work effectively with others and relate to others at all levels	✓		T
Strong leadership and management skills, with the ability to inspire and motivate others to uphold high standards of safeguarding.	✓		AF/I

PERSON SPECIFICATION

Assistant Principal—Student Experience & DSL (Strategic)

Requirement	Essential	Desirable	Selection Method
Other			
A passion for education and learning and the opportunities it can bring in widening participation and access	✓		AF
Able to work flexibly, effectively and demonstrate enthusiasm and energy	✓		AF/I
Satisfactory pre-employment checks: Satisfactory references Satisfactory medical clearance Satisfactory DBS check Confirmation of your right to work in the UK Verification of your qualifications	✓		Post interview checks

Key: **AF= Application Form** **I= Interview** **T= Selection Task**



INTERVIEW PROCESS

Assistant Principal—Student Experience & DSL (Strategic)

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a college tour, pre-interview tasks and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk

Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

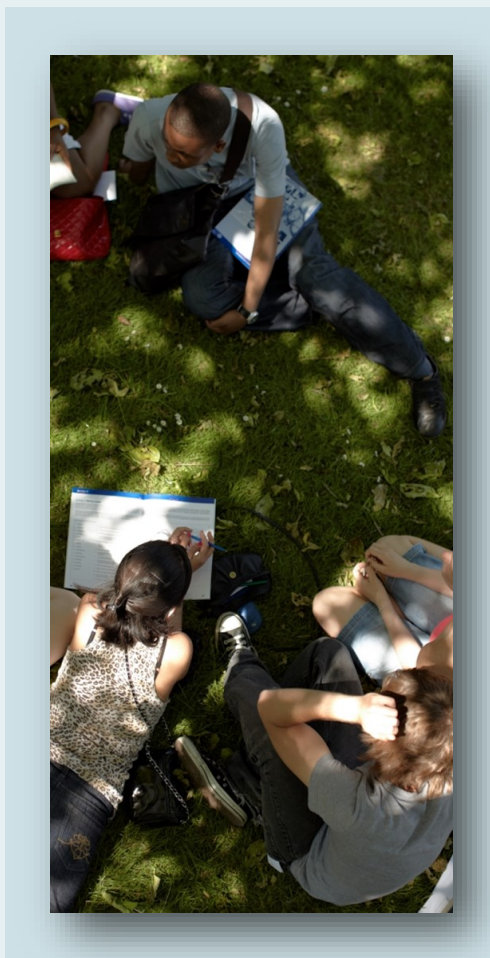
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
List items requested here (originals must be provided, not photocopies)
- **References**
Satisfactory references received prior to interview
- **Qualifications**
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



TIMELINE

Assistant Principal—Student Experience & DSL (Strategic)

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Closing date for applications:	17th May, at 10:00am
Shortlisting:	17th May 2024
Interviews to take place:	22nd May 2024
Start date:	New Academic Year 24/25

Informal discussion via Teams with the Principal are welcome up until 15th May. Please contact our HR Department for further information.

Telephone:	020 83199725
Email:	hrteam@shc.ac.uk
Website:	www.shc.ac.uk



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives