

SHOOTERS HILL SIXTH FORM COLLEGE CAREERS ADVISER 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.

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/uploads/system/uploads/attachment_data/file/612222/education-staff-wellbeing-charter.pdf)

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

Careers Adviser

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.

Scale: **Scale 5 £26,849 - £28,107 (actual pro-rata salary)**

Contract: **Permanent, Full Time, Term Time Only plus 1 week (40 weeks)**

We are looking to appoint a motivated, inspiring, friendly individual with strong communication skills to join our growing Careers and Employability Team for the new academic year 24/25. This is an exciting opportunity for a passionate and dedicated Careers Adviser who is dedicated in transforming the lives of young people.

You will provide careers information, advice and guidance to potential students, current students, and staff, ensuring that our students achieve their full potential. Providing our students with the skills to be successful in their futures, whether that is continuing in education through higher-education, or an apprenticeship or supporting them into the world of work in a higher-level job. You will deliver high quality and relevant career related events; provide one-to-one interview sessions and group sessions in all aspects of careers work to support our students' progression and us in achieving Gatsby Benchmark and Ofsted requirements.

If you have the appropriate experience, reflecting a strong background in careers education, the qualifications required and you are looking for a new opportunity, then we look forward to receiving your application.

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

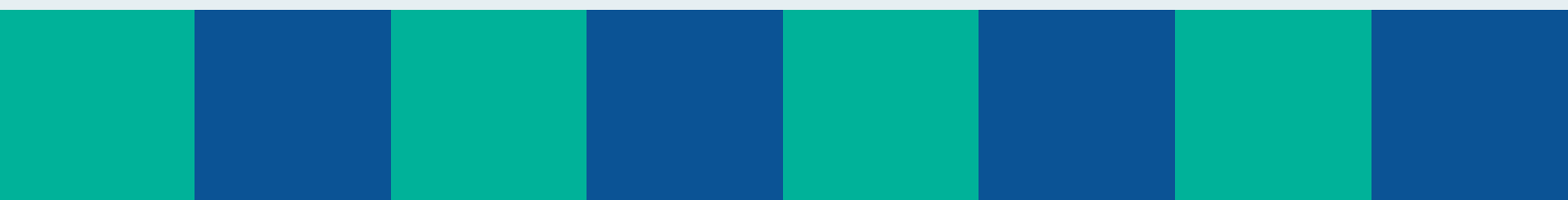
Completed applications to be sent to: hrteam@shc.ac.uk

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

Careers Adviser

GRADE : Scale 5

RESPONSIBLE TO : Futures Manager

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

- To provide aspirational information, advice, guidance and career development opportunities to all students, supporting them to make informed decisions about progression and to develop effective career management and decision-making skills in line with internal quality standards, Gatsby Benchmark and OFSTED requirements.
- To keep abreast of current working practices, the labour market and vocational changes.

MAIN TASKS & RESPONSIBILITIES

In common with all other staff

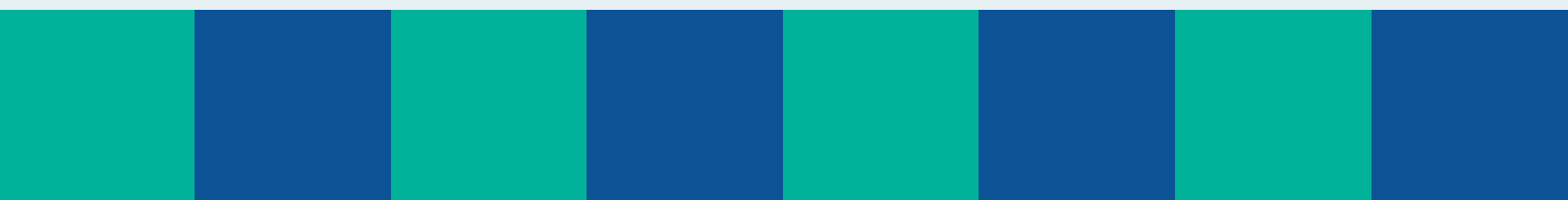
- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age, or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college and work outside of regular daytime hours.

In common with all Careers and Employability staff

- As part of the Careers and Employability team, take part in college development projects, this involves working with colleagues on project implementation teams and liaison with other college and external service teams.
- Attend and contribute to team meetings and briefings and support & supervision sessions.



MAIN TASKS

Careers Adviser

In common with all Careers and Employability staff

- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Principal and other senior leaders.
- Participate in the annual cycle of CPD and contribute to the processes for self-review and evaluation, Service Area Operating Plans and College Institutional Development Plans.
- Supervise agency staff, trainees and students on work experience.

Main Responsibilities, Tasks and Duties

To provide careers advice and guidance services as part of the Careers program to learners

- To provide impartial advice and guidance to current and prospective learners.
- To support the delivery of the Careers programme across the college.
- The support cover the Careers Advice Zone Hub reception desk on a rota basis, dealing with enquiries from learners, booking appointments, taking calls and answering emails.
- To support the UCAS programme, offer apprenticeship and employment advice.
- To prepare, support and attend college events: Careers Fairs, Industry events, Higher Education fairs, business breakfast, apprenticeship evenings, other college events, some of which may be out of hours.
- To work across college and liaise with other departments, Heads of Departments, tutors and support staff.
- To understand the needs of the local and national labour market to best support our learners with their next step.
- To attend all team meetings and drop into curriculum meetings by arrangement.

Administration Responsibilities

- To undertake general administrative duties and processes within the department.
- To regularly produce reports containing statistical and qualitative data.
- To ensure all careers guidance meetings are recorded using the GroFar CRM.
- Assist with the promotion of the department and associated literature.
- A willingness to undertake further training to support this role.

MAIN TASKS

Careers Adviser

General Responsibilities

- Work to ensure implementation of the college's priorities, policies and procedures including Safeguarding/Equality and Diversity requirements.
- Take responsibility for personal development, attending conventions, conferences and fully participating in staff development activities.
- To carry out any other duties to the post as required by your line manager.

Working Arrangements

- Hours of work: 35 hours per week – Term Time Only, plus one week (40 weeks). Routine fixed daily start and finish times between 08:00 & 18:00 by agreement.
- Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.
- Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days and the like. These hours to be negotiated with individual staff and time of in lieu / additional payments agreed in advance of such occasions.

Safeguarding

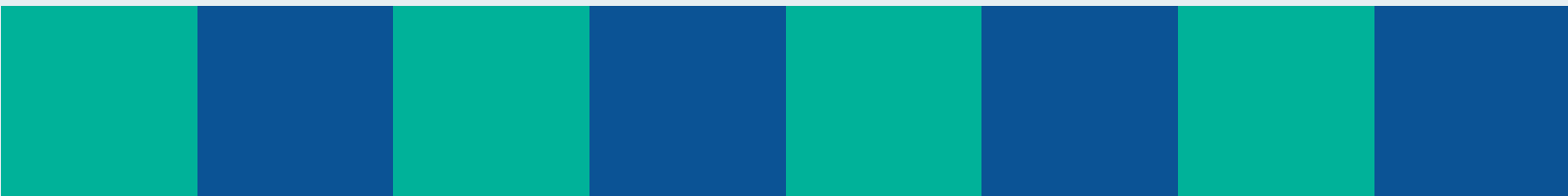
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment 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

Careers Adviser

Requirement	Essential	Desirable	Selection Method
Qualifications			
Postgraduate Diploma/Masters in Career Development, which incorporates the CDI-awarded Qualification in Career Development. QCF Level 6 or equivalent and have a strong understanding of career guidance frameworks, including the Gatsby Benchmarks	✓		C/AF/I
IOSH Qualified		✓	AF/I
A good command of English and Maths required		✓	AF/I
Willingness to develop expertise and undertake further training to meet the demands of a developing role		✓	AF/I
Experience			
Significant proven experience of providing Careers Education and 1:1 Guidance	✓		AF/I
One to one guidance interviews and group work experience	✓		AF/I
Thorough knowledge of education, employment, apprenticeships, training and labour market information	✓		AF/I
Experience of conducting placement visits at Employer premises		✓	AF/I
Sound knowledge of the Gatsby benchmarks	✓		AF/I
Ability to work with stakeholders and other professionals to continuously develop the curriculum and the learner's industry knowledge and experience	✓		AF/I
Skills and Abilities			
Have a collaborative approach and be able to demonstrate building and maintaining effective internal and/or external relationships	✓		AF/I
Be able to work unsupervised and be discreet		✓	I
Highly organised, methodical with strong multitasking skills		✓	AF/I
Have excellent administration and IT skills.		✓	AF
Strong communicator and effective networker	✓		AF/I
Tolerance, patience and to be able to work calmly under pressure		✓	AF/I
Experience of partnership / stakeholder management	✓		AF/I

PERSON SPECIFICATION

Careers Adviser

Requirement	Essential	Desirable	Selection Method
Qualities			
Be approachable and articulate		✓	I
Enjoy working with young people to raise their aspirations and improve their social mobility		✓	AF/I
Confident communicator with a professional, friendly and flexible attitude		✓	AF/I
Strong team worker who is comfortable working in a target-driven environment and be able to work flexibly to meet the changing demands of a busy service	✓		AF/I
Promoting a culture of quality, partnership and innovation		✓	AF/I

Key: **A=Application Form** **I=Interview** **C=Certificate**

INTERVIEW PROCESS

Careers Adviser

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 task 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

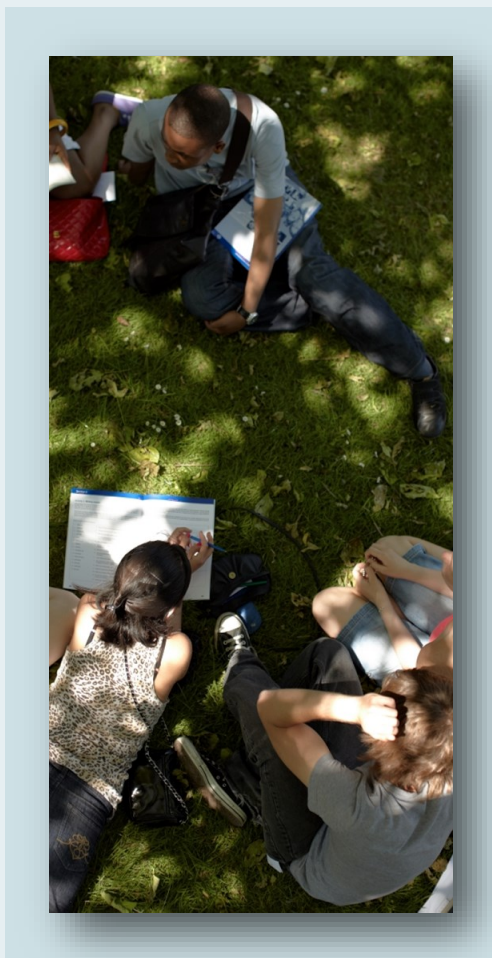
If you are successful in interview, you will be conditionally offered the position dependent on:

- **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

Careers Adviser

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:	25th June at 12:00 midday
Shortlisting:	26th June 2024
Interviews to commence:	Soon after shortlisting
Start date:	New academic year 24/25

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

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



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