SHOOTERS HILL SIXTH FORM COLLEGE

COMMUNICATION LEARNING SUPPORT ASSISTANT

DEAF PROVISION

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)

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

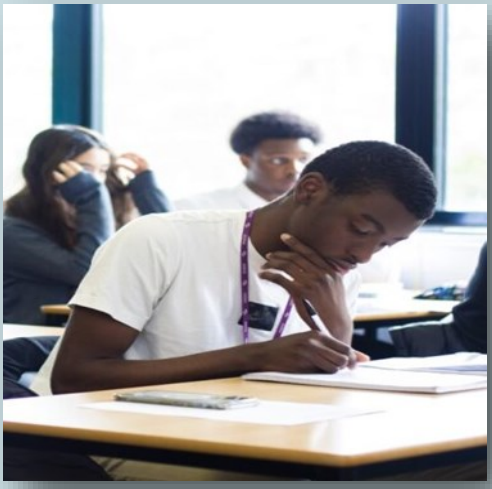
and much more

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 Vison and Strategic Intents Booklet
Vision And Strategic Intents 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

Communication Learning Support Assistant—Deaf Provision

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.

We are currently looking to recruit an inspirational and enthusiastic Communication Learning Support Assistant to join our successful Inclusive Learning team for the new academic year 24/25.

Salary: Scale 5 £26,180—£27,406 (actual pro-rata salary)

Contract: Full Time, Term Time Only at 39 weeks

The ideal candidate will be a highly motivated, empathetic and compassionate individual who has a strong desire to inspire, and a passion for supporting and nurturing students with their learning. Communication skills are key to this role and you must hold a minimum Level 3 British Sign Language qualification. You will be an ambitious team player who is keen to play their part in shaping the Inclusive Learning department in line with the college's mission, vision and strategic objectives.

As well as working collaboratively within the Inclusive Learning team, you will need to demonstrate these skills when working with all other staff as well as students, parents and carers.

If you possess these attributes 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

Communication Learning Support Assistant—Deaf Provision

GRADE : Scale 5

RESPONSIBLE TO : Support Coordinator—Deaf Provision

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 contribute and work proactively in facilitating learner access to the education system in a range of activities, including both social and academic. This could include offsite activities. To promote inclusion and employ strategies and procedures that provide inclusive person-centred support, assessing and supporting achievement and monitoring progress towards learner objectives. This may, at times, mean that the Senior Communication Learning Support Assistant (CLSA) has responsibility for managing different initiatives, e.g. Literacy Strategy, communication difficulty intervention and other projects. Supporting deaf learners by providing an interpreting service for deaf learners in the classroom, training and college / community events. In addition, classroom support for non-deaf learners with Educational Health and Care Plans as required and stipulated in the Learning Support Assistants job description

Main Duties

- The employee will work under the supervision of the college / service, be an experienced communication support worker at a minimum of Level 3 and a relevant qualification. They will have experience and competence of supporting a range of learners with additional needs. They may be required to mentor other LSAs.
- Assisting the teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by learners ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.
- Assisting the teacher in the planning and delivery of class activities, at prescribed levels and contribute to the evaluation of learning activities.
- Assisting the Teacher to supervise and support learners' Individual Education Plans (IEP), both indoors and outdoors. To contribute to observations and records on individual's progress producing written reports where necessary.
- To support the teaching of the National Literacy and National Numeracy strategies by delivering literacy and numeracy activities and to work with individuals and small groups on specific activities, which may be under the guidance of the teacher or other lead person.
- To contribute to the management of students behaviour.
- To pass on information about students personal and educational needs to parents, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings.
- To assist in the assessment recording and reporting of learner progress. Reporting to the teacher and giving feedback to learners on their progress.

MAIN TASKS

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Main Tasks and Responsibilities

Main Duties

- To act as mentor to other Communication Learning Support Assistants / Learning Support Assistants about deaf awareness.
- To administer tasks and tests and to contribute to the assessment and reporting of the study programme undertaken by learners. Including, contribute to maintaining learner records, observe and report on learner performance. Contribute to the planning and evaluation of learning activities.
- To organise and take part in college activities and events as required and to accompany and support deaf / EHCP learners on outings from college as necessary.
- To ensure the physical welfare of learners and to assist learners with their physical needs as appropriate and agreed. This may include administering medication, assisting with oral and personal hygiene including changing nappies / pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the learners during break and lunch times as appropriate.
- Establish and maintain relationships with individual learners and groups.
- To undertake training and attend INSET days in accordance to contractual requirements.
- To contribute to whole college policies.
- To maintain and develop interpreting skills, knowledge and experience.
- To maintain the health and safety of learners and colleagues in the college by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- To support the college's Equal Opportunities policies.
- Support the development and effectiveness of work teams.
- Develop and maintain working relationships with other professionals.
- Liaise effectively with parents.
- Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

In addition, they may also

- Provide interpreting support for learners, including those who are bilingual/multilingual.
- Support learners with communication and interaction difficulties.
- Support learners with cognition and learning difficulties.
- Support learners with behavioural, emotional and social development needs.
- Provide support for learners with sensory and/or physical impairment.
- Providing personal care for learners, where needed and after training has been provided.

MAIN TASKS

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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

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Requirement	Essential	Desirable	Selection Method
Experience			
Have experience of interpreting for young people in an education setting	✓		**AF/I**
Qualifications			
Any qualification relevant to supporting students at the college, such as CLANSA, or one of the Vocational course areas at the college or any level 3 qualification	✓		**AF/I**
Level 3 British Sign Language as a minimum	✓		**AF/I**
Skills and Abilities			
Commitment to the college's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post	✓		**AF/I**
Strategies for challenging discrimination, promoting racial equality and for helping students learn about minority ethnic and cultural diversity and for promoting positive attitudes to disability		✓	**AF/I**
Ability to empathise with young people who experience a wide range of special educational needs and place the student at the centre of the learning process	✓		**AF/I**
Ability to support students in their work, learning and conduct in a variety of settings	✓		**AF/I**
Ability to communicate effectively with people and understand the views of others	✓		**AF/I**
Qualities			
Adaptability, flexibility and creativity in supporting students with a variety of needs		✓	**AF/I**
Commitment to working as a member of a team	✓		**AF/I**
A commitment to developing skills and undertaking training	✓		**AF/I**

Key: **AF = Application Form** **I = Interview**

INTERVIEW PROCESS

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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

Communication Learning Support Assistant
Deaf Provision

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

disability confident EMPLOYER

SHOOTERS HILL SIXTH FORM COLLEGE

Transforming Lives