

SHOOTERS HILL SIXTH FORM COLLEGE EMOTIONAL / BEHAVIOUR SUPPORT OFFICER 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



“This is a welcoming and inclusive college where students, especially those who need a bit of extra help to achieve, enjoy studying and feel safe.”

OFSTED 2019





SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Family

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 our own leaders 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.

The students at Shooters Hill Sixth Form College come from a wide variety of backgrounds and nationalities. Whatever their abilities, faith or background, they will find a safe supporting environment for them to prosper here at Shooters Hill Sixth Form College. We know each student is unique and deserves to be treated with respect and understanding from peers and staff.

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

Emotional / Behaviour Support Officer

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.

Salary: Scale 6

Contract: Permanent Full Time, term Time Only at 39 weeks

We are currently looking to recruit an experienced and dedicated Emotional and Behaviour Support Officer to join our Learning Support team. The primary responsibility of this role is to provide intervention and small support groups for high-needs students who require emotional and behavioural support. The successful candidate will play a crucial role in helping students overcome barriers to learning, fostering a positive and inclusive learning environment, and supporting their engagement with their study programmes.

The successful applicant must have excellent communication and interpersonal skills and have a clear understanding of the factors which can lead to educational disadvantage and disaffection in young people. You will also have a proven track record of successfully working with young adults aged 16-19.

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

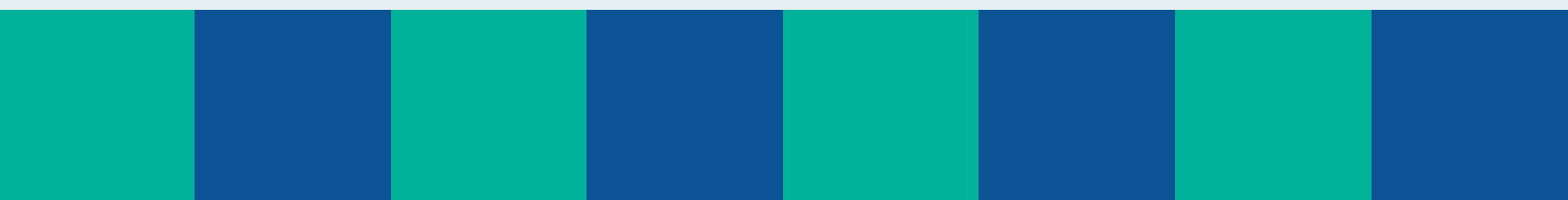
Completed applications to be sent to: hrteam@shc.ac.uk

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

Emotional / Behaviour Support Officer

GRADE : Scale 6

RESPONSIBLE TO : Head of Learning Support

RESPONSIBLE FOR : Supporting High Needs students with emotional / behaviour needs

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 appropriate interventions for students with inclusion needs and to monitor their progress in order to support their personal and academic development and future progression.

Main Tasks and Responsibilities

In common with all other staff

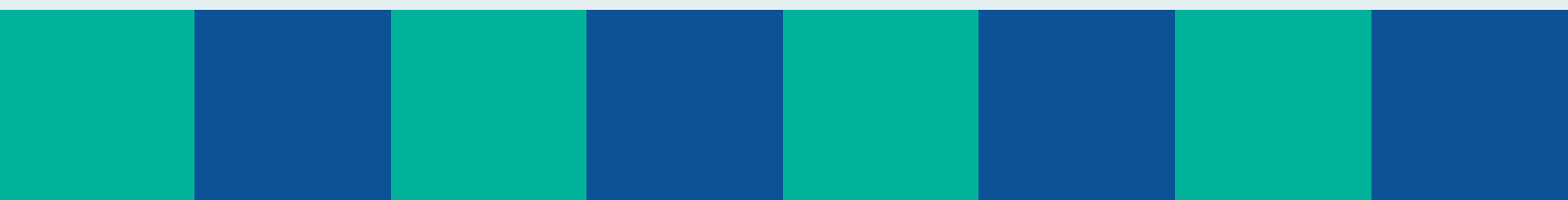
- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement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

- As part of Learning Support, take part in appropriate 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.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Head of Learning Support
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.



MAIN TASKS

Emotional / Behaviour Support Officer

Main Duties and Responsibilities

To support students and oversee their progress by:

- Providing pastoral support and intervention and group work to those displaying significant emotional/behavioral concerns.
- Support the LSA Co-Ordinator's with transition arrangements for applicants from Pupil Referral Units (PRUs), Alternative Providers (APs) and Special Schools including visiting potential students in their current provision, developing transition support plans, supporting applications, taster arrangements and induction and follow up support for these students once enrolled at the college.
- Facilitating sharing of relevant student information through MIS and other appropriate systems with each student, their family members, careers or advocates, appropriate teaching and support staff at the school, as well as the wider community (e.g. local agencies, schools, authorities) as necessary to enhance student learning, achievement and welfare.
- Mentoring groups of high needs students in order to remove barriers to student learning; promote and enhance individual learning, raise aspirations and engage students in achieving their potential.
- Providing impartial guidance, being alert to the rights and responsibilities of students and ensuring that students know how to access appropriate support services both within and outside the college.
- Liaising with external agencies and other relevant third-party organisations including attendance and participation in external and internal professional meetings to enable students to access appropriate additional support and to enable them to progress at the end of their studies at the college.
- Use data to monitor and track high needs students behavior, including behaviour action plans, targets, progress reports, behaviour reporting and additional needs to ensure students remain on track, meet deadlines and targets and achieve their potential.
- Liaising with subject staff about behaviour, attendance, punctuality, welfare in order to help devise behaviour plans and recording documents.
- Facilitating sharing of relevant student information with teachers, Heads of Departments, Assistant Principals and other senior staff and Trustees.
- Where necessary, contributing to and providing status and review reports to senior staff, Trustees and other relevant third parties on the range and effectiveness of the work undertaken with students.
- Attending relevant college meetings, parents' evenings and parent / carer meetings as well as any others associated with the role including regular curriculum meetings with teachers, and Heads of Departments. Provide accurate records on MIS of actions agreed at these meetings, targets set and RAG rating of student progress relating to, behavior and welfare.
- Complying with all the college policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Any other duties as required and commensurate with the post.

MAIN TASKS

Emotional / Behaviour Support Officer

Additional Information

Working Arrangements

- Hours of work: 35 hours per week - term time only at 39 weeks with some occasional evening work (Parents Evenings/Open evenings) and flexibility around college Induction week. 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.
- Attendance at some evening and early morning meetings may be required

Safeguarding

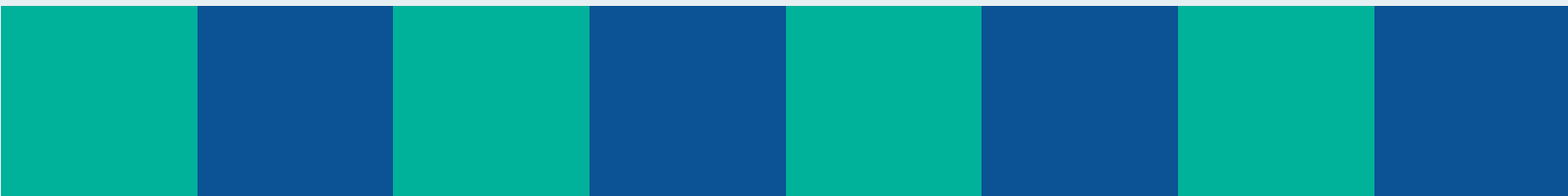
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment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

Emotional / Behaviour Support Officer

Requirement	Essential	Desirable	Selection Method
Qualifications			
Relevant qualifications for working with students aged 16-19		✓	
Degree level or equivalent		✓	
Experience			
Experience of working with young people aged 16-19	✓		
Proven track record of successfully working with young people	✓		
Experience of working with young people with special educational needs and disability needs		✓	
Skills / Abilities / Knowledge			
An ability to communicate effectively with students, teachers, parents and multi-agencies both written and verbal	✓		
An ability to work autonomously and as part of a team	✓		
Good organisation, time management, communication & interpersonal skills	✓		
Ability to analyse data and provide reports on effectiveness of work for a range of audiences		✓	
Knowledge of the main aspects of the organisation of post 16 education		✓	
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality, safeguarding and sharing information	✓		
Knowledge of the rights and responsibilities of parents/carers/ advocates		✓	
A clear understanding of the factors which can lead to educational disadvantage and disaffection in young people	✓		
Knowledge and understanding of strategies to remove barriers to learning in young people	✓		
Knowledge of the range of additional support/agencies available for students		✓	
Knowledge of career and further/higher education opportunities open to young people		✓	
The ability to work flexibly	✓		
The ability to find creative and imaginative solutions to problems	✓		
Significant recent experience of working with students who previously attended a Pupil Referral Unit (PRU) or Alternative Provider (AP) including experience of mentorship of students who present with challenging behaviour and mental health issues.	✓		

PERSON SPECIFICATION

Emotional / Behaviour Support Officer

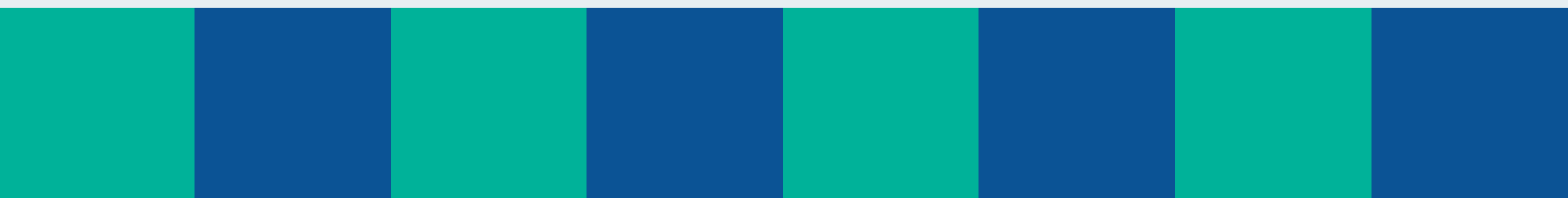
Requirement	Essential	Desirable	Selection Method
Attitudes			
A commitment to and an enthusiasm for the post	✓		
Understanding that students are at the heart of the pastoral process enabling effective advocacy and accountability	✓		
A commitment to ongoing continuous professional development in the area of supporting students with behavioural issues or mental health issues	✓		
An understanding of and commitment to the college's equal opportunity policies	✓		

Key: AF = Application Form

I = Interview

C = Certificate

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.



INTERVIEW PROCESS

Emotional / Behaviour Support Officer

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 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

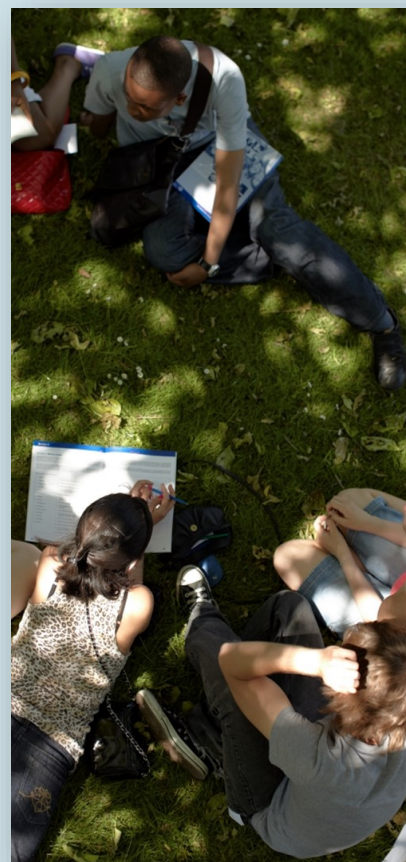
If you are successful in interview, you will be conditionally offered the position dependent on:

- **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

Emotional / Behaviour Support Officer

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: 15th April at 11:00am

Shortlisting: 16th April 2024

Interviews to commence: Soon after shortlisting

Start date: ASAP

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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SIXTH FORM COLLEGE

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