

SHOOTERS HILL SIXTH FORM COLLEGE HEAD OF DEPARTMENT—SERVICE INDUSTRIES 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/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

Head of Department—Service Industries

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: L3 – L7 Up to £63,745 (Relocation allowance available if applicable)

Contract: Full time, permanent. Hours are based on STPCD

We are seeking to appoint to this fantastic new post Head of Department of Service Industries to join our supportive, friendly, and highly experienced College Leadership Group for the start of the academic year 2024/2025 or soon after as we are looking for the right candidate. This is an excellent opportunity for an experience Head of Department/Curriculum Leader or for an outstanding, dedicated, and inspirational teacher looking for promotion to join our thriving college.

You will be leading our wonderful Catering and Hospitality and Hair and Beauty departments. The successful candidate will be highly motivated and learner-centered with the ability to lead and manage a team of committed staff delivering on our creative and comprehensive curriculum. You will have responsibility for leading quality improvement strategies designed to secure excellent outcomes and progression rates for all learners studying on our programmes and assessment to maximise students' achievement and progression.

We recognise and value professional development, so a wide range of training opportunities will be made available to you throughout your career with us.

The successful candidate will be an outstanding teacher with a proven track record of high-quality teaching with the ability to secure excellent outcomes. They will be able to make a distinctive contribution to the college leadership group for the college. We need you to inspire others, work collaboratively to help colleagues to develop and improve their practice for the benefit of the students to ensure the continued success of the departments and the college on our journey to 'Outstanding'. You will embody the college's values and ethos in transforming the lives of the young people we serve.

To apply for this post, please 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

Head of Department—Service Industries

GRADE : L3—L7 (Inner London Pay Award)

RESPONSIBLE TO : Assistant Principal

RESPONSIBLE FOR : Teaching and support staff; quality of teaching and learning; Overall student progress and achievement

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

The Head of Department will report to the Assistant Principal Creative and be responsible for the Beauty Therapy, Hairdressing, Catering and Hospitality curriculum areas. Through the effective deployment of resources and college systems and procedures, the post holder will ensure that each student has access to and receives an outstanding experience including high quality teaching, learning and assessment that enables them to progress.

The role will require the post holder to demonstrate strong interpersonal skills and be adept at developing teaching, learning and assessment strategies, curriculum innovation and approaches that enable strong student engagement, with key responsibilities for departmental outcomes.

Teaching, Learning and Assessment

- Lead on the design, implementation and review of a responsive and comprehensive curriculum and support programmes in the Beauty Therapy, Hairdressing, Catering and Hospitality curriculum areas, that support all students to develop the knowledge, skills and behaviours to progress.
- Set high expectations that inspire, motivate, and challenge all students at all levels.
- Ensure all teachers and support staff demonstrate consistently positive attitudes, values and behaviours that are expected of all students.
- To plan the delivery strategy effectively and collaboratively for the curriculum areas.
- To identify innovation that support teaching and learning and plan the best and most suitable delivery to ensure student success.
- To effectively plan the courses, staff, resources, and timetables to create effective learning environments that generate success for all students.
- Ensure that all students undertake relevant work experience, encounters and (where relevant) work placements in line with our college key performance indicators and that this is recorded accurately and enables students to gain the skills required to make them work ready.
- To work effectively and collaboratively with commercial operations and other departments within the college to meet the students' needs.

MAIN TASKS

Head of Department—Service Industries

Teaching, Learning and Assessment

- Plan and implement progression pathways and effective transitions both internally and externally so that students are able to progress and in line with our college key performance indicators.
- To encourage staff to discuss developing ideas in teaching and support practice and learning and to foster an atmosphere of creativity and development in teaching, learning and assessment.
- Ensure all teachers have secure knowledge of the relevant subject area and that this is regularly updated so that students benefit from the most up to date industry practices.
- To provide guidance in the choice of appropriate teaching and learning methods including assessment for learning, e-learning and personalised learning.
- To establish and maintain clear policies for assessing, recording, and reporting of student achievement and to use these to set targets for improvement.
- To ensure that effective use is made of both formative and summative assessment and feedback methods are constructive and support students to improve further.
- To liaise with examination boards and awarding bodies and to lead on internal verification and moderation.
- To engage teachers in the creation and consistent implementation and improvement of schemes of work and lesson plans.
- To keep up to date with national and local developments in post-16 education, including new technologies, particularly as they affect the delivery of Inclusive Learning and to disseminate these to staff.
- Ensuring learners are provided with appropriate initial advice and guidance, initially assessed and put on the appropriate level of course/qualification so that they reach their full potential.
- Teaching – to teach an agreed number of hours in the area of beauty therapy, hairdressing, hospitality or catering areas.

Monitoring and Review

- To deliver a comprehensive and robust self-assessment report that identifies areas the department does well and areas that could be improved further.
- To deliver a quality improvement plan that effectively drives the identified areas for improvement within the department.
- To be able to monitor and improve performance, including measurement against college key performance targets and quality standards, against all aspects of the study programme; measurement of qualification achievement rate and individual staff contribution to qualification achievement rate.
- To utilise the college management information reports effectively and use these with the teams to identify key areas for improvement.
- To monitor the attendance and punctuality of all students at all learning sessions and implement effective strategies to support programmes and or individuals where this is not at expected standard.

MAIN TASKS

Head of Department—Service Industries

Monitoring and Review

- To be able to drive continuous improvement and monitor progress to ensure the curriculum areas are outstanding remains responsive to student needs.
- To be able to work proactively and consistently within the area to achieve greater efficiencies and benefits for students.
- Student voice -ensure that all students have the opportunity to feedback on their experience, through a variety of mediums to meet their needs.
- Course Monitoring, responsible for monitoring quality and ensuring appropriate quality improvement strategies are deployed within the department.
- Course Quality Assurance – to oversee the effectiveness of the internal and external verification for the awarding organisations for the curriculum areas; to involve planning the internal verification process and ensuring internal verification is undertaken appropriately.

Management, Appraisal, Training and Development of Staff

- To lead a team of teachers and support staff to raise standards of student achievement and progress.
- To lead on the evaluation and continued improvement of teaching and support practice, though, for example, observation, learning walks and reviews to ensure that high standards of professional performance are established and maintained.
- Within an agreed national framework, to participate in appraisal and performance management both as an appraiser and appraisee as appropriate.
- To identify continuous professional development needs in relation to identified teaching and support practice and to liaise with the Quality Assurance Team to implement programmes.
- To help teachers to achieve constructive working relationships with students, establishing clear expectations and constructive working relationships among staff involved in the curriculum area.
- To manage transformational change within the area, empowering staff to make a difference and benefit our students.
- Provide support and encouragement 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.
- Act as a role model and champion of College Core Values.
- To contribute to continuous professional development activities at the college.
- To ensure all new teachers and or support staff are well inducted into the department and relevant curriculum area and that they are allocated with a mentor/buddy to enable a positive experience.
- To take ownership for improvements in performance and be able to evaluate the outcomes using appropriate benchmarks within the area.

MAIN TASKS

Head of Department—Service Industries

Management, Appraisal, Training and Development of Staff

- To take any necessary action to ensure compliance with professional standards and the rules and policies of Shooters Hill Sixth Form College.
- 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.
- To work collaboratively with the wider management team to ensure continuing improvement in the student experience at the college.
- To advise on health and safety and child protection issues as they relate to the teaching and support practice.

Managing Behaviour

- To ensure all teachers promote and reinforce our Ready, Respectful and Safe code of conduct, this includes having high expectations of all students, across all curriculum areas and that all staff in the department, consistently apply this.
- To promote among the students, self-discipline, proper regard for authority and a clear sense of right and wrong.
- To monitor and implement the Managing Behaviour Policy which promotes appropriate behaviour both on and off site.
- Communicate effectively with parents/carers with regards to students conduct and particularly when this falls below expected standard.

In Common With All SHC Staff

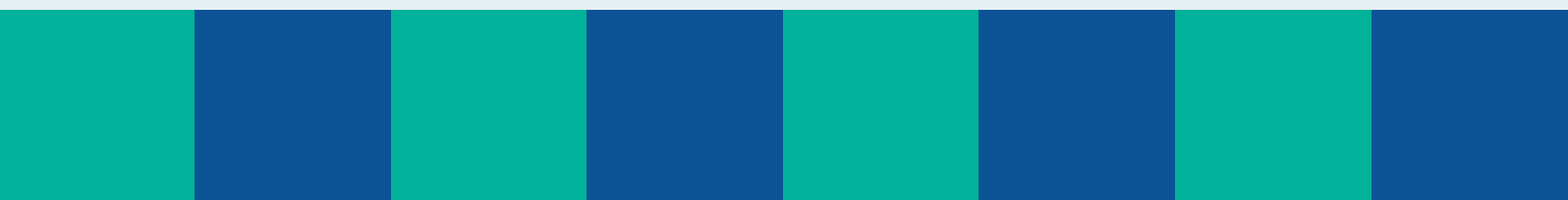
- To support and contribute to the college in determining and achieving the college strategic aims and objectives.
- To develop and promote positive relations with parents, responsible adults and families.
- To help to arrange and to participate in meetings and college events, to include open events, parents evening and interview events.
- Relations with other bodies: To collaborate in establishing and promoting effective relationships with the local community and appropriate organisations and agencies, to the benefit of the college
- To implement college policies and procedures (e.g. Equal Opportunities, Health and Safety, and Attendance etc.)

Health and Safety

- In common with all staff, to exercise responsibilities under the Health and Safety at Work Acts and associated guidance, as laid down, or as may be amended from time to time by college and Council's procedures.

Child Protection

- To ensure the requirements of the current Children Act is fully complied with.



MAIN TASKS

Head of Department—Service Industries

Policy Development and Implementation

- To ensure the implementation and participate in the review of all policies as directed by the Governing Body and Assistant Principal.

Other Duties

- Any other duties commensurate with the grading and value of the post.

Resources/Financial Management

- To manage, monitor and control the expenditure of delegated cost centres to comply with guidelines ensuring the efficient, economical and effective management of the Colleges resources and expenditure, capital assets and equipment, and staff, so that the investment of public funds in the College is not put at risk.
- To participate in schemes to generate funds from external sources and manage these where appropriate.

Premises

- To ensure the security, maintenance and effective supervision of the college' buildings, contents and grounds. To promote the use of the college' facilities by the community subject to the policy of the Board of Trustees.

Safeguarding

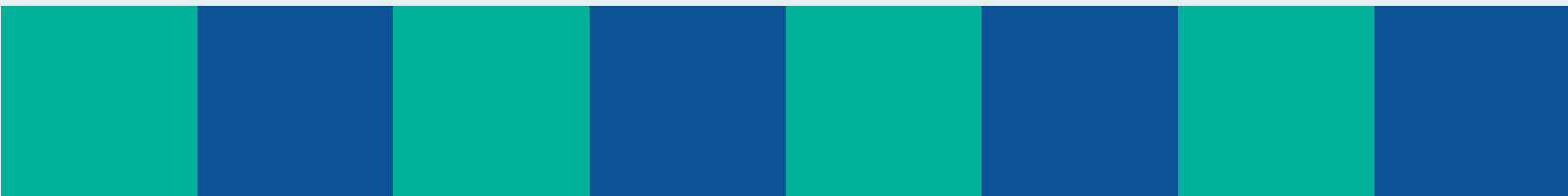
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment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

Head of Department—Service Industries

Requirement	Essential	Desirable	Selection Method
Qualifications and Experience			
Qualified Teacher Status (QTLS) or Qualified Teacher Learning and Skills (QTLS)	✓		AF
Qualified to at least level 5 in at least one of the curriculum areas identified	✓		AF
A minimum level 2 English and Mathematics qualification (e.g. GCSE, Functional Skills or equivalent)	✓		AF
Qualified as an assessor and internal quality assurance	✓		AF
Relevant and recent Industrial/commercial experience and/or INSET	✓		AF
Evidence of recent and extended teaching and curriculum co-ordination experience in the identified courses/programme areas	✓		AF
Equality of Opportunity			
Commitment to the college's Equal Opportunities Policy and to personal responsibility for its practical application through the duties of this post	✓		AF/I
Knowledge and Expertise			
Understanding what constitutes high quality in post-16 educational provision, the characteristics of an effective programme area and support system, and an understanding of the key national and local issues affecting participation and achievement in post-16 education		✓	I
Significant expertise relating to a range of types of special needs and factors which can be a barrier to learning, and how these can catered for/overcome so young people can have access to the fullest range of opportunities.	✓		AF/I
Experience of successful curriculum planning in at least one of the identified curriculum areas and ideas for implementing programme/support developments within an environment of change	✓		AF/I
Ability to develop, design, implement and co-ordinate curriculum across a range of levels and abilities.	✓		AF/I
Experience of internal assessment and/or verification	✓		AF
Understanding of the role of English and maths skills within courses/programme areas	✓		I

PERSON SPECIFICATION

Head of Department—Service Industries

Requirement	Essential	Desirable	Selection Method
Knowledge and Expertise			
Up to date and evidenced knowledge and skills within at least one of the identified curriculum areas	✓		AF/I
Experience of setting and monitoring and achieving high standards of teaching, learning and assessment	✓		AF/I
Ability to monitor and forecast budgetary and resource demands in Inclusive Learning Courses/ Programme Areas		✓	I
Evidence of effective pastoral/tutorial support		✓	I
Strategies for teaching students about their duties, opportunities, responsibilities and rights as citizens	✓		AF/I
Strategies for challenging discrimination and for teaching students about minority ethnic and cultural diversity and for promoting positive attitudes to disability	✓		AF/I
Proven organisational and teamwork skills, including ability to work to deadlines and successful project management	✓		AF/I
Skills and Attributes			
Team leadership skills - the ability to lead, manage and challenge people to work towards common goals	✓		AF/I
Ability to delegate effectively and monitor/ supervise the work of staff both teaching and support	✓		I
Decision-making skills – the ability to investigate, solve problems and make decisions	✓		I
Communication skills – the ability to make points clearly to a variety of audiences and in a variety of settings, listening to and understanding others views, and showing a willingness to compromise for the good of the college	✓		I
To be able to give and receive feedback to improve both self and team performance, welcoming contributions from all levels of the organisation as learning opportunities	✓		I
To be able to clearly articulate and translate strategy into the area of responsibility	✓		I
Self management – the ability to plan time effectively and to organise oneself well	✓		I

PERSON SPECIFICATION

Head of Department—Service Industries

Requirement	Essential	Desirable	Selection Method
Skills and Attributes			
High levels of digital skills capability, ability to use a range of software packages and management information systems	✓		I
Ability to account for the efficiency and effectiveness of line-managed curriculum areas and related support services to the Trustees, Assistant Principal and other stakeholders	✓		I
To be able to work with, persuade and influence others in embracing beneficial change	✓		I
Managing People Positively			
To be able to demonstrate honesty, integrity and a tolerance of different working styles	✓		I
To be able to demonstrate a flexible attitude to team roles and share own knowledge, experience and skills to enable others to meet team and college goals	✓		AF/I
To be able to inspire others	✓		I
To actively encourage student led/ student centred teams	✓		AF/I
To continually develop own personal expertise	✓		AF

Key AF = Application Form I = Interview

INTERVIEW PROCESS

Head of Department—Service Industries

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/s, microteach 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

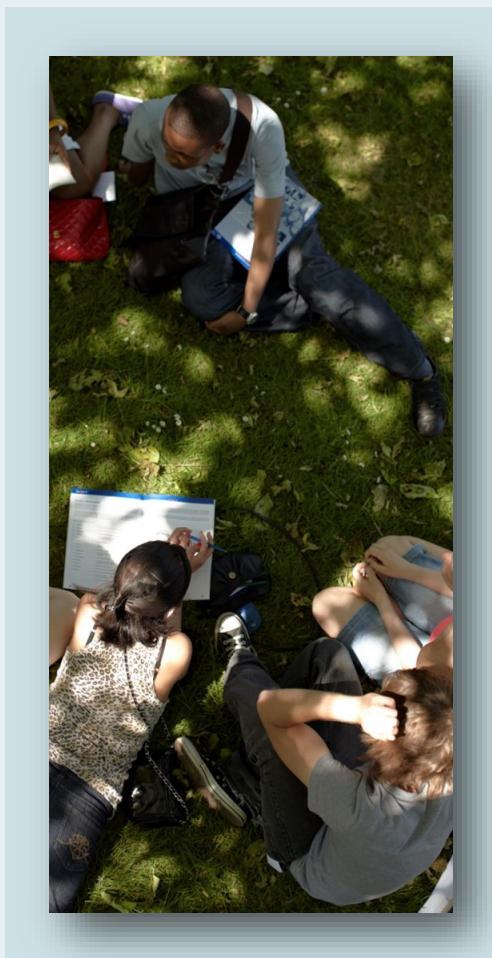
If you are successful in interview, you will be conditionally offered the position dependent on:

- **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

Head of Department—Service Industries

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



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives