

SHOOTERS HILL SIXTH FORM COLLEGE
HEAD OF TEACHING & LEARNING Inc TECHNOLOGIES
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 Teaching & Learning, including Technologies

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: Inner London Pay Award — L1—L3 (£56,100—£58,500)

Contract: Full Time, Permanent

Hours: Hours based on STPCD

We are looking to appoint to this exciting position an enthusiastic, forward-thinking passionate, and highly skilled leader to the role of Head of Teaching and Learning, including technologies, to join our College Leadership Group (CLG).

The successful candidate will be responsible for leading the planning, development, and implementation of innovative teaching and learning initiatives to support student success and high-quality learning experiences.

You will have a passion for educational innovation and a commitment to enhancing teaching effectiveness and student engagement, to bring the college up to an outstanding use of technology and contribute to the development of a dynamic digital environment that match industry standards.

As the Teaching and Learning lead you will work in partnership with the Quality Assurance (QA) Team and our Advanced Mentor Team to get our teachers to the highest Teaching & Learning standards.

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

We need you to inspire others, work collaboratively with the highly experienced senior leadership team, dedicated staff and our enthusiastic and committed trustees and board of governors to ensure the continued success of the college, leading the college on its journey towards 'Outstanding'.

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

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 Teaching & Learning, including Technologies

GRADE : L1—L3

RESPONSIBLE TO : Deputy Principal

RESPONSIBLE FOR : Innovative teaching and learning initiatives, including the use of technology to support student success and high quality learning experiences to ensure the overall quality of T&L is consistently, at least good, across the college.

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 Teaching and Learning, including technologies is responsible for leading the planning, development, and implementation of innovative teaching and learning initiatives to support student success and high-quality learning experiences. This role requires a forward-thinking individual with a passion for educational innovation and a commitment to enhancing teaching effectiveness and student engagement, to bring the college up to an outstanding use of technology and contribute to the development of a dynamic digital environment that match industry standards.

Our Head of T&L supports the development of the use of eLearning technologies, immersive training rooms, the Virtual Learning Environment and related CPD training for teachers to improve T&L. Working in collaboration with Colleges Quality Assurance Team and our Advanced Mentor Team to get our teachers to the highest T&L standards.

Main Duties & Responsibilities

Teaching and Learning

- Working with the Quality Assurance Team implement the strategic vision for teaching and learning development aligned with the college's mission, priorities and strategic intents.
- Set high expectations that inspire, motivate, and challenge all teachers.
- Provide direction to Heads of Department and, where relevant, programme managers, on best practices in teaching and learning pedagogy and educational technology integration.
- Working with the Assistant Principal, responsible for evaluating teaching practice, ensure all staff and departments have in place, effective ways to measure and evaluate the consistency and quality of teaching and learning.
- Lead on the development and implementation AI policies and strategies, specifically linked to teaching and learning, raising awareness to all staff across the college, to include training and research.
- Work collaboratively with Heads of Department to identify and embed industry best practice in technology enhanced learning in teaching, learning and assessment.

MAIN TASKS

Head of Teaching & Learning, including Technologies

Main Tasks and Responsibilities

Teaching and Learning

- Collaborate with and support our T&L Advanced Mentor Team for planning to improve teaching standards, working with individual staff and reporting on impact.
- Maintain knowledge of current innovation in industry sectors and the use of learning technologies, educational resources and teaching and learning platform training and share with heads of departments and programme managers, supporting with implementation.
- Share good practice with colleagues, leading by example and promoting high standards in the delivery of learning.
- Work collaboratively with heads of departments and programme managers to ensure that effective use is made of both formative and summative assessment and feedback methods / strategies and support to develop and or improve further.
- Lead on the design, development and implementation of schemes of work and lesson planning and work with Heads of Department and Programme Managers to engage teachers in the creation and consistent implementation of these.
- To encourage and promote staff discussions to enable the developing of ideas in teaching and support practice and learning and to foster an atmosphere of creativity and development in teaching, learning and assessment across all curriculum departments.
- To manage transformational change within curriculum areas, empowering staff to make a difference and benefit our students.
- Teaching – to teach an agreed number of hours in the most relevant area of expertise.

Leading, developing and enhancing the teaching practice of all teachers, including new and effective learning technologies and all staff digital capabilities.

- Lead on the delivery and implementation of the college CPD strategy, including agreeing planning both cross college and departmental training and development.
- To identify continuous professional development needs of teaching staff, at individual and or at departmental level.
- Lead on the development of teachers and their teaching practice, through supporting teach meets and collaboratively working with departments to support these initiatives.
- Develop and implement training to enhance all staff, support and teaching, digital capabilities and access to learning beyond the classroom.
- Design, deliver/organise staff inductions in the use of our technologies such as eLearning platforms including, Iris Connect, TeachmateAI and the immersive rooms.
- To manage our training platforms for e-Learning, Blended Learning, and Iris Connect.
- Develop eLearning and training resources for online access by staff and students.
- Lead and manage initial training for staff to utilise Iris recording equipment, the saving, and navigation on our CPD Iris Platform.

MAIN TASKS

Head of Teaching & Learning, including Technologies

Leading, developing and enhancing the teaching practice of all teachers, including new and effective learning technologies and all staff digital capabilities.

- Deliver regular staff training in the application of high-quality e-Learning.
- Lead on the management of trainee teachers ensuring they have access to the required resources, working with the Assistant Principal for Creative be the main point of contact for our university partners.
- Support all mentors within the college who are working with teachers, either permanent, through PGCE programmes or other teacher training programmes.
- Lead on the internal teacher training programme ensuring all new teachers (to teaching) and those new teachers to the college receive the training and support they need to at least meet or exceed the teaching professional standards.
- Mentor and support teaching staff to help improve individual practice through agreed actions.
- To take any necessary action to ensure compliance with professional standards.

Monitoring and Review

- To contribute to a comprehensive and robust self-assessment report that identifies areas of teaching and learning that could be improved further. This includes relevant actions and targets for the cross-college quality improvement plan, updated at least every term with progress.
- To monitor and improve performance, including measurement against college key performance targets, specifically quality of education and the consistent quality of teaching and learning.
- To monitor and update on progress of the strategic intent actions, specifically related to teaching and learning.
- The collection of data for statistical reporting of eLearning activity, training for T&L and reporting on the impact and effectiveness.
- To fully capture and evaluate all training and development activity and session, including individual, departmental and cross college, reporting on the effectiveness and impact, both quantitative and qualitative.
- To monitor the attendance of staff at all learning sessions and provide information to the Quality Assurance Team, in addition to Heads of Department.
- To be able to drive continuous improvement and monitor progress to ensure the curriculum areas at least consistently good across all areas of teaching and learning.
- Student voice—evaluate responses from students on all areas of teaching and learning and support Heads of Department with improvements.

MAIN TASKS

Head of Teaching & Learning, including Technologies

Work in collaboration with the Quality Assurance (QA) Team

- Work in partnership with the QA Team to set priorities and quality assure T&L.
- Report on progress and successes to our QA Team on a regular basis.
- Deliver rationales and proposals for T&L new initiatives.
- Present implementation and impact for delivered strategies to improve T&L.
- To research and acquire resources that enforce our strategic plans for improving T&L and related technologies.
- Ensure research-informed decisions on digital learning to ensure cost-effective deployment of new equipment and/or techniques.
- Liaise with external educational and industry providers to keep our training resources and facilities up to date.
- Support strategic decisions about the digital environment ensuring they are made with full consideration and consultation with students and student-facing staff.
- Support with the external quality reviewers, including working with departments prior to an EQR and then to support subsequent action plans and relevant training.
- Support with Ofsted Inspections, leading on aspects of teaching and learning under quality of education.

Management and Appraisal

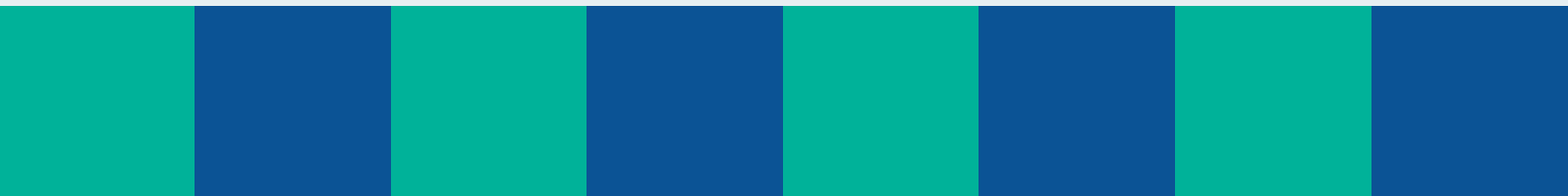
- To manage a small team of digital apprentices, overseeing their successful achievement of their apprenticeship standard and ensuring the continual effective development of digital learning, underpinned by pedagogy.
- Within an agreed national framework, to participate in appraisal and performance management both as an appraiser and appraisee as appropriate.

In common with all SHC staff

- To support and contribute to the college in determining and achieving the college strategic aims and objectives.
- Act as a role model and champion of college core values.
- To develop and promote positive relations with all external and internal stakeholders.
- To help to arrange and to participate in meetings and college events, to include open events, parents evening and interview events.
- 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 procedures. In addition, risk assessments must be carried as appropriate.



MAIN TASKS

Head of Teaching & Learning, including Technologies

Child Protection

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

Other Duties

- Any other duties commensurate with the grading and value of the post.
- 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.
- To ensure full compliance with protection of resources, including asset tags and logs.

Safeguarding

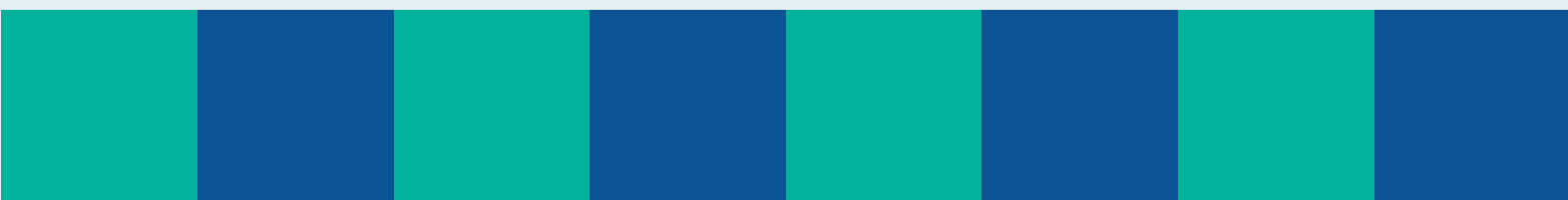
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment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

Requirement	Essential	Desirable	Selection Method
Qualifications			
Qualified Teacher Status (QTLS) or Qualified Teach Learning and Skills (QTLS)	✓		AF
Degree level	✓		AF
A minimum level 2 English and Mathematics qualification (e.g. GCSE, Functional Skills or equivalent)	✓		AF
Experience			
Experience in researching and developing teaching and learning strategies that impact positively on teacher's development and the student experience.	✓		AF/I
Experience in researching and finding new technologies fit-for purpose for a 16/19 educational context that impact positively on the student experience.	✓		AF/I
Experience in delivering cross college CPD programmes	✓		AF
Experience in leading a team (e.g. Coordinator, programme manager, mentor, project lead)	✓		AF
Experience of consistently delivering inspiring and outstanding teaching & learning in the classroom	✓		AF/I/T
Evidence of successfully raising standards and performance with a team or cross-college to exceed objectives	✓		AF/I
Evidence of high performance, including teaching, leading to evidenced positive outcomes	✓		AF/I
Knowledge and Expertise			
Understanding what constitutes high quality in post-16 educational provision, understanding of the key national and local issues and context	✓		T/I
Ability to translate different pedagogical strategies into practice to support teachers	✓		T/I
Fully competent in technology enhanced learning with high levels of digital skills	✓		T/I
Significant expertise relating to a range of types of teaching and learning strategies, including learning technologies so young people and our staff can have access to the fullest range of resources	✓		T/I
Knowledge in educational pedagogies and educational researches	✓		T/I
Knowledge and high levels of competency of Office365/ Teams/One Note	✓		T/I
Knowledge of Virtual Learning Environments	✓		T/I

PERSON SPECIFICATION

Head of Teaching & Learning, including Technologies

Requirement	Essential	Desirable	Selection Method
Skills and Attributes			
Able to motivate and inspire staff to high achievements	✓		T/I
Have an ability to create an atmosphere of continuous improvement and to harness the creativity of the staff at the college	✓		T/I
To be able to demonstrate honesty, integrity and a tolerance of different working styles	✓		T/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	✓		T/I
Decision-making skills – the ability to investigate, solve problems and make decisions	✓		T/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	✓		T/I
Self management – the ability to plan time effectively and to organise oneself well	✓		T/I
Full commitment to ensuring a high quality student and curriculum experience	✓		T/I
To be able to work with, persuade and influence others in embracing beneficial change	✓		T/I
Ability to confidently and accurately analyse and interpret data and make recommendations for effective action	✓		T/I
To continually develop own personal expertise	✓		T/I
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

Key: AF = Application Form I = Interview T = Assessment Task

INTERVIEW PROCESS

Head of Teaching & Learning, including Technologies

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 welcome meet, college tour, pre-interview assessment tasks and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

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

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

Onboarding

Appointment

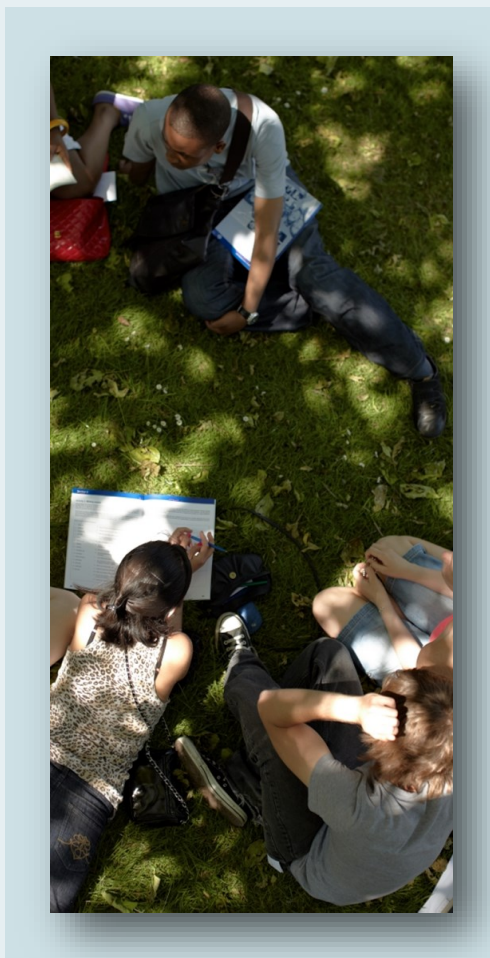
If you are successful in interview, you will be conditionally offered the position dependent on:

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

Newly Appointed Staff

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

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



TIMELINE

Head of Teaching & Learning, including Technologies

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:	16th October at 10:00am
Shortlisting:	17th October 2024
Interviews to commence:	Soon after shortlisting
Start date:	January 2025

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