

# SHOOTERS HILL SIXTH FORM COLLEGE

## SEND CAREERS ADVISER

### APPLICANT INFORMATION PACK



**SHOOTERS HILL**  
**SIXTH FORM COLLEGE**

*Transforming Lives*

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# 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



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# 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.



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# 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

## SEND Careers Adviser

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

**Salary : Scale 6 £29,434—£30,357 actual pro-rata salary at 40 weeks**

**Hours : Full Time, 35 hours per week, term time only plus 1 week (40 weeks)**

We are looking to appoint to this exciting new position of SEND Careers Adviser to join our Inclusive Learning Department, to provide impartial careers information, advice, and guidance to young people with SEND.

You will advise and guide our SEND young people and their families/carers on the range of options and opportunities available to them and support young people to be prepared for future transitions into education, training, jobs, apprenticeships, and supported internships.

We are keen to recruit an experienced and fully qualified Careers Adviser with a Level 6 Diploma in Career Guidance and Development, or equivalent, who has worked in education and has experience with working with SEND young people and their families. You will be a skilled communicator and able to draw on your previous experience, knowledge and adapt your interview skills to meet the needs of the young people.

The successful candidate will have the ability to develop strong networks and collaborate effectively with a range of professionals and organisations to support our young peoples' transitions.

If you possess these attributes and you are looking to take the next step of your own journey and use your proven track record of success, to help support our SEND young people in their next chapter of their life, then this could be the job for you.

**To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://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](mailto:hrteam@shc.ac.uk)**

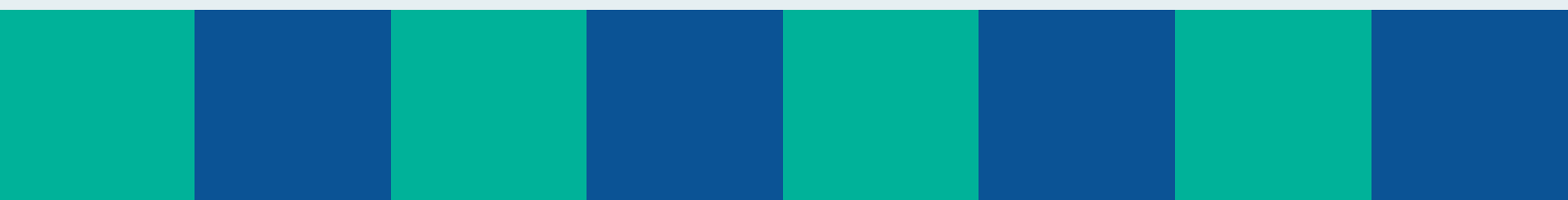
**Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

**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

## SEND Careers Adviser

**GRADE : Scale 6**

**RESPONSIBLE TO : Head of Department, Foundation Learning**

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 SEND Careers Adviser will be responsible for providing impartial, professional and confidential careers advice and guidance to students with special educational needs and disabilities (SEND). The post holder will deliver a range of activities, including 1-1 careers interviews, group sessions, workshops and events to support students with SEND in making informed decisions about their future education, employment and training opportunities. They will work collaboratively with stakeholders to ensure the preparation for adulthood outcomes for students with SEND is delivered.

### Main Duties and Responsibilities

#### In common with all other staff

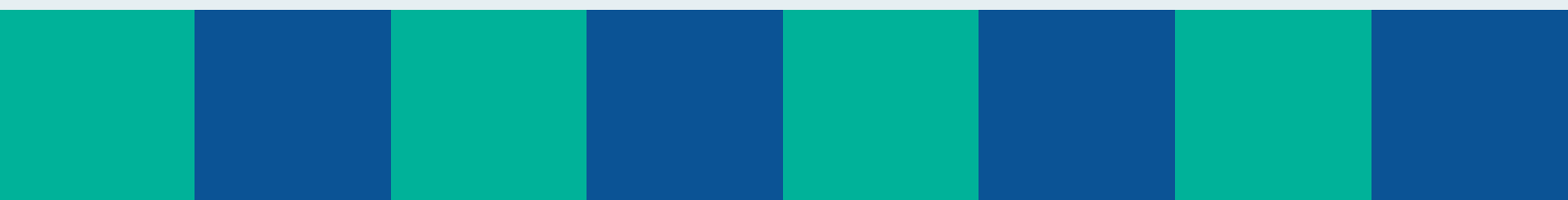
- To support the college's mission, vision & strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement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

#### In common with all support staff

- Participate in college-wide projects & 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, & work outside of regular daytime hours.

#### In common with all staff

- Take part in college development projects.
- Attend & contribute to team meetings & briefings.
- Collaborate with, consult & feedback to colleagues & students by sharing and distributing information.
- Other duties as reasonably required by the Head of Learning Support
- Participate in the annual PM cycle, CPD, service area planning and review and college QIP.
- Supervise agency staff, trainees and students on work experience when appropriate.





# MAIN TASKS

## SEND Careers Adviser

### Duties and Responsibilities

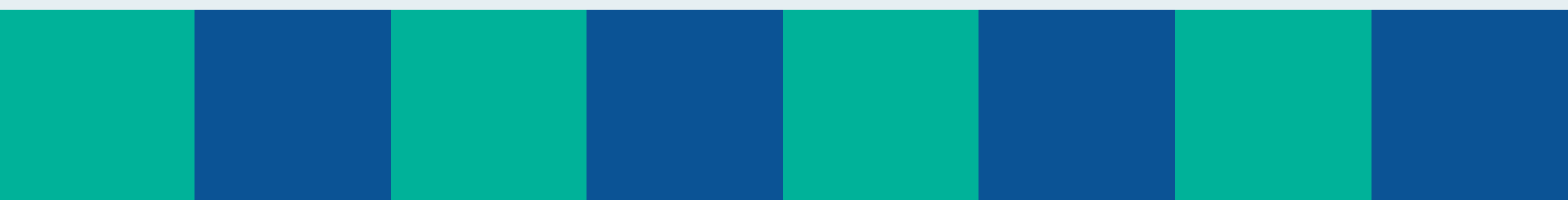
- Conduct assessments to determine a students careers goals, interests, strengths and areas for development.
- Provide impartial guidance and support to students seeking to explore career options, navigate transition into employment.
- Develop professional skills, through a range of 1-1 or group activities.
- Create individualised career plans based on career goals, linked to preparation for adulthood (PFA) outcomes.
- Develop and lead workshops for students with SEND on topics, such as CV writing, job searching, interview skills and personal branding, including the preparation of materials for activities.
- Conduct mock interviews and 1-1 coaching with students, in order to prepare them for interviews and/or work experience.
- Keep up to date with latest developments and opportunities, in the labour market, for young people with SEND.
- Develop and maintain relationships with employers and industry professionals to provide insight and advice on job opportunities for young people with SEND.
- Maintain accurate records of student interactions and progress, and share this with all stakeholders
- Collaborate with other professionals e.g. speech and language therapist, educational psychologist, occupational therapist to ensure students with SEND are fully supported and their needs are being met in the workplace.
- Support the annual review process for Yr 14 students in determining destinations.

### College Core Values

- Work collaboratively to ensure a positive, safe and rewarding experience for all our community
- Value fairness for all and promoting personal growth
- Lead by example with compassion, empathy and understanding
- Conduct ourselves with honesty, integrity and respect

### Inclusive Learning Core Values

- Customer focussed, through a "can do" attitude.
- Consistent and reliable.
- Reflective, and embraces new initiatives in order to improve service and performance.
- Champions for effective change and solution focused





# MAIN TASKS

## SEND Careers Adviser

### Safeguarding

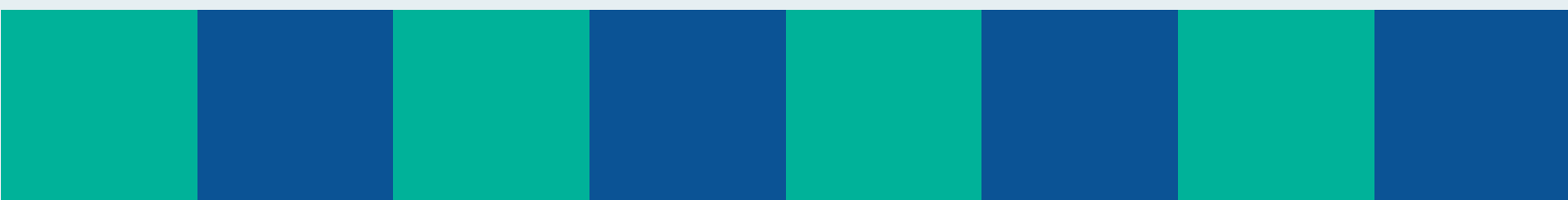
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment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

## SEND Careers Adviser

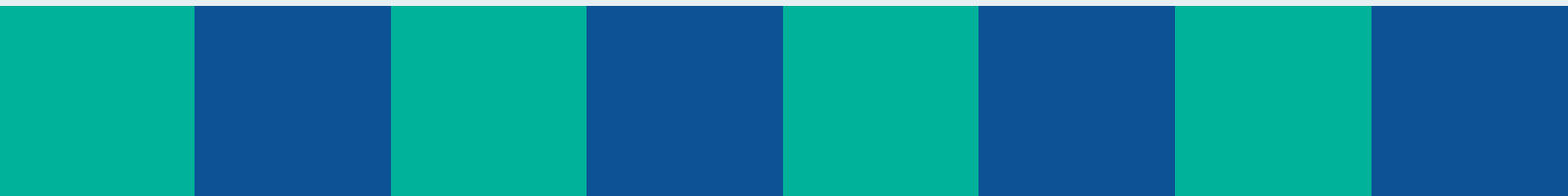
Requirement	Essential	Desirable	Selection Method
<b>Qualifications</b>			
Postgraduate Diploma/Masters in Career Development, which incorporates the CDI-awarded Qualification in Career Development. QCF Level 6 or equivalent and have a strong understanding of career guidance frameworks, including the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

# PERSON SPECIFICATION

## SEND Careers Adviser

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

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



# INTERVIEW PROCESS

## SEND Careers Adviser

### Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a college tour, pre-interview task/s 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: [hrtteam@shc.ac.uk](mailto:hrtteam@shc.ac.uk)

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

## Onboarding

### Appointment

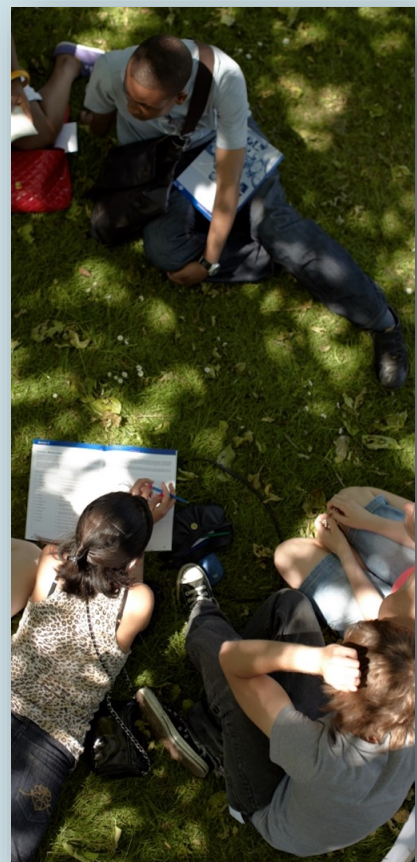
If you are successful in interview, you will be conditionally offered the position dependent on:

- **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

### SEND Careers Adviser

To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://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](mailto:hrteam@shc.ac.uk)

Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

<b>Closing date for applications:</b>	25th June at 12:00 midday
<b>Shortlisting:</b>	26th June 2024
<b>Interviews to commence:</b>	Soon after shortlisting
<b>Start date:</b>	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:	<a href="mailto:hrteam@shc.ac.uk">hrteam@shc.ac.uk</a>
Website:	<a href="http://www.shc.ac.uk">www.shc.ac.uk</a>



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