

SHOOTERS HILL SIXTH FORM COLLEGE SUPPORT COORDINATOR DEAF PROVISION APPLICANT INFORMATION PACK



**SHOOTERS HILL
SIXTH FORM COLLEGE**

Transforming Lives

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“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/uploads/system/uploads/attachment_data/file/612222/education-staff-wellbeing-charter-2020.pdf)

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

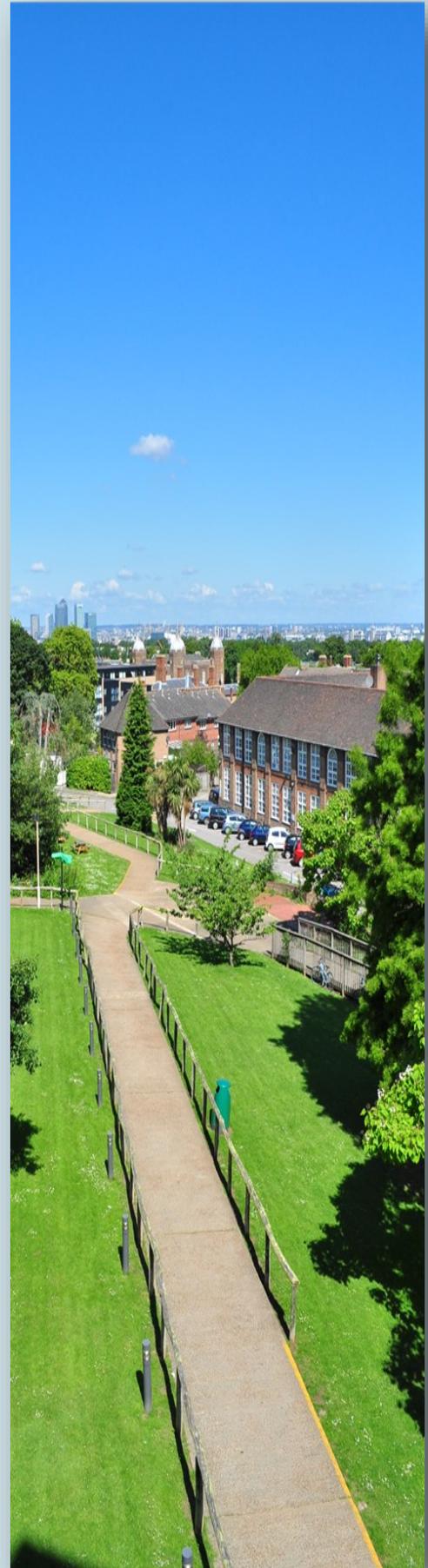
Further context of our college and our vision can be found within these booklets.

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

Support Coordinator Deaf Provision

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

Salary: PO1 (pro-rata at 39 weeks)

Contract: Full Time, Term Time Only at 39 weeks

If you have passion, innovation and want to transform the lives of young people, by empowering them to become confident, independent and enable them to reach their full potential, then joining our Inclusion team, as the Deaf Provision Support Co-ordinator is how you can play a pivotal role in enabling this.

We are seeking a candidate who will strategically lead and manage the implementation of our deaf provision within our college. The successful candidates must have the following:

- Level 3 British Sign Language Qualification (minimum).
- Excellent interpersonal skills.
- Capacity to build key trusting relationships with students and support them in successful completion of their course.
- Self-motivation and commitment to collaborative teamwork.
- Ability to manage a team of CLSAs and LSAs, and to carry out performance management.

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

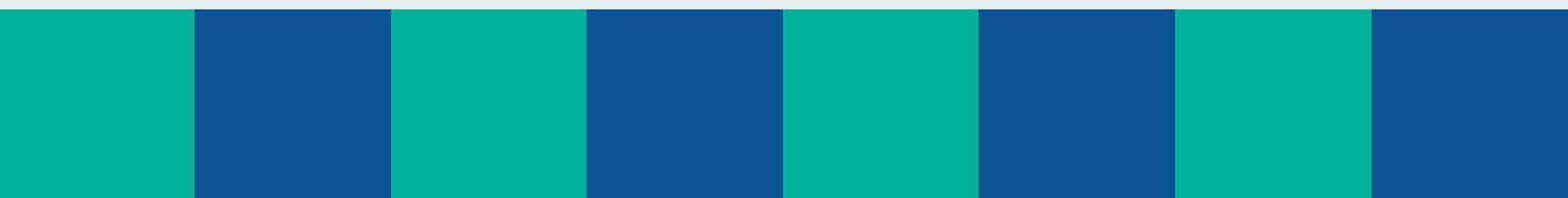
Completed applications to be sent to: hrteam@shc.ac.uk

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

Support Coordinator Deaf Provision

GRADE	: PO1
RESPONSIBLE TO	: Senior Coordinator for Learning Support
RESPONSIBLE	: Communication Learning Support Assistants (CLSAs) and Learning Support Assistants (LSAs)

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

To contribute and work proactively, with the Teacher of the Deaf (ToD) and Head of Inclusion in facilitating learner access to the education system, in a range of activities, including both social and academic. This could include offsite activities. To determine and provide learning support requirements for deaf learners and those with an Educational Health and Care Plan. Promoting inclusion and employ strategies and procedures that provide inclusive person-centred support, assessing and supporting achievement and monitoring progress towards learner objectives. This may, at times, mean that the Communication Learning Support Assistant Co-ordinator has responsibility for managing different initiatives and other projects. Supporting deaf learners by providing an interpreting service in the classroom, training and college/community events. Manage the transition process in and out of the college for deaf learners. Line manage a team of Communication Learning Support Assistants and Learning Support Assistants.

MAIN TASKS & 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.

MAIN TASKS

Support Coordinator Deaf Provision

Duties & Responsibilities

- Support interviews for deaf learners, with new and existing students to determine support needs.
- Create individual support plans, that are not covered by provision maps and coordinate these to vocational and academic teams.
- In-class support to include, break and lunchtime support.
- Out of class support which includes support plan reviews on a termly basis with individual learners.
- To lead on transitions for deaf learners and provide information to the transition team.
- Be the central contact as required and determined by the Senior Coordinator and / or Head of Inclusion.
- To undertake interpreter bookings, relevant to experience and skill set, as required through the Deaf Access service, within the college and externally, including completing documentation to meet invoice requirements.
- To attend and deliver relevant deaf awareness training events and meetings, as required.
- To review and publicise the deaf provision at the college, along with the ToD and Head of Learning Support and Head of Inclusion.
- To maintain and develop interpreting skills, knowledge and experience.
- To work with a variety of curriculum teams to assist with the support of deaf learners.
- To interview deaf learners with their parent/guardian to determine individual support requirements and reasonable adjustments with the Inclusion team.
- To provide deaf learners with interpreting and learners with classroom support for those who have learning difficulties and or disabilities in the specialist provision and on vocational and academic programmes, in and out of class where required.
- To line manage a team of Communication Learning Support Assistants (CLSAs) and Learning Support Assistants (LSAs); dealing with day to day issues and concerns; timetabling; reporting sickness/absence and co-ordinating cover; exam cover; completing inductions, performance management and probations as required.
- Performance monitoring (including learning walks, observations and punctuality checks), absence management; ensuring staff comply with record-keeping requirements and maintaining expectations and standards.
- Act as communication professional (CP) and/or oral language modifier (OLM).
- Organisation of CPD training for CLSAs and LSAs with guidance from the ToD and Senior Coordinator.
- To liaise with the course teams with regards to specific deaf learners and meet with them at least once a term to discuss learner requirements and work with the ToD and Head of Learning Support to ensure appropriate support plans are in place that is beneficial to deaf learners on their study programme.
- To be responsible for deaf specialism within the Learning Support Area.
- To deliver enrichment cross college for British Sign Language (BSL).
- To gather information for audit purposes relating to deaf learners, keep accurate records and undertake other administrative duties as appropriate.

MAIN TASKS

Support Coordinator Deaf Provision

Duties & Responsibilities

- To cover CLSA and LSA sickness and absence where necessary.
- To support CLSAs in ensuring that deaf learners are fully integrated into the learning process and college life and demonstrate best practice.
- To attend and contribute (as required) to learning support / departmental meetings.
- To provide specific care to learners, where appropriate; for example, assistance with personal care and mobility and administration of medication if required by specific learners (full training will be given).
- To undertake training deemed appropriate for the post and update skills as and when required.
- To maintain the health and safety of learners and colleagues in the college by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- To support the college's Equal Opportunities policies.
- To undertake other duties in keeping with the role of a Support Co-ordinator.
- To support and monitor the 'standards and expectations' of the CLSAs/LSAs that are managed by the co-ordinator.
- To have a flexible approach to working including participation at parents evening, open events and interview evenings.
- Be proactive with the delivery of support services including meeting required deadlines
- Lead on the strategy for the Deaf provision within the college, with the Head of Inclusion and Inclusion Team

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

Support Coordinator Deaf Provision

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification or above (i.e. A-Levels, BTEC National, GNVQ Advanced)	✓		AF/I/C
Level 3 British Sign Language as a minimum	✓		AF/I/C
Knowledge			
An effective working knowledge of legislation and requirements relating to disability/SEN/ access/inclusion including the Equality Act, the SEN Code of Practice and reviews of SEN statements/EHC Plans	✓		AF/I
An effective working knowledge of the Microsoft Office Suite of Applications in a practical administrative environment	✓		AF/I
Understanding of and commitment to the promotion of equality, diversity, inclusion, safeguarding and the health and wellbeing of young people and vulnerable adults	✓		AF/I
Experience			
Significant experience of working closely with individuals who experience a wide range of special educational needs and/or disabilities	✓		AF/I
Experience of managing a complex workload with a flexible and responsive approach, prioritising and identify issues that may require actions by others	✓		AF/I
Practical experience of providing a high-quality customer support service in a sensitive environment	✓		AF/I
Experience of managing people, and or processes and systems	✓		AF/I
Skills and Abilities			
Ability to lead and develop a team of staff in providing services to a vulnerable client group	✓		AF/I
Ability to empathise with young adults who experience a wide range of special education needs and place the student at the centre of the learning process	✓		AF/I
Ability to work flexibly as a member of a management team and to forge excellent working relationships	✓		AF/I
Ability to handle stressful situations calmly and assertively, yet with empathy, particularly in contact with vulnerable students and their parent/carers	✓		AF/I
Able to think strategically, develop implementation plans and manage successful delivery to support the college's strategy for Inclusion and core values	✓		AF/I

PERSON SPECIFICATION

Support Coordinator Deaf Provision

Requirement	Essential	Desirable	Selection Method
Skills and Abilities			
Builds effective relationships both internally and externally, ensuring the core values of the college are at the heart of the decision making	✓		AF/I
Ability to work independently, using own initiative and as part of a team	✓		AF/I
Is able to respond to rapidly changing situations and manage these with a professional and calm approach	✓		AF/I
Solves problems creatively by finding innovative solutions	✓		AF/I
Willingness to undertake on the job training and to attend relevant staff development programmes	✓		AF/I
Positive attitude towards work and colleagues	✓		AF/I

Key: AF= Application Form

I = Interview

C=Certificate

INTERVIEW PROCESS

Support Coordinator Deaf Provision

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

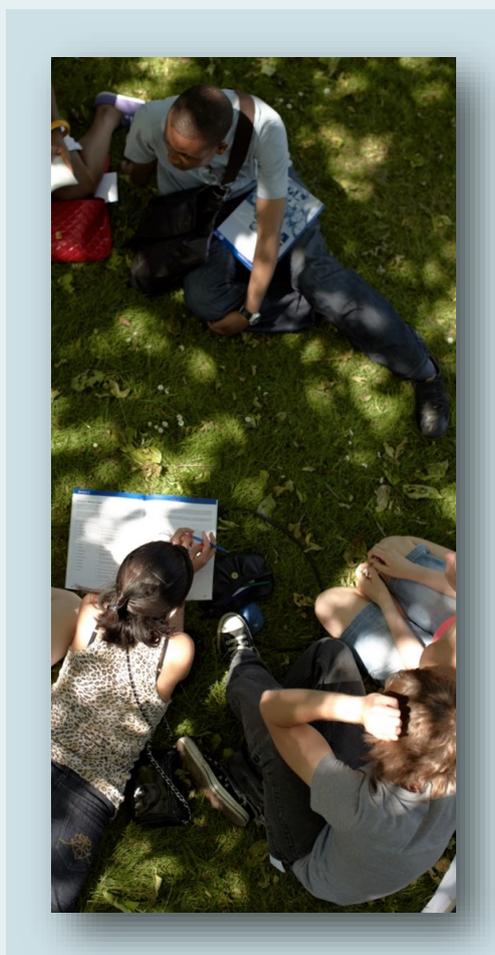
If you are successful in interview, you will be conditionally offered the position dependent on:

- **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

Support Coordinator Deaf Provision

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

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

Closing date for applications:	15th April at 11:00am
Shortlisting:	16th April
Interviews to commence:	Soon after shortlisting
Start date:	New Academic Year / 2024

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