# SHOOTERS HILL SIXTH FORM COLLEGE

## TEACHER OF LEARNING SUPPORT & EXAM ACCESS ASSESSOR

## 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)

### 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

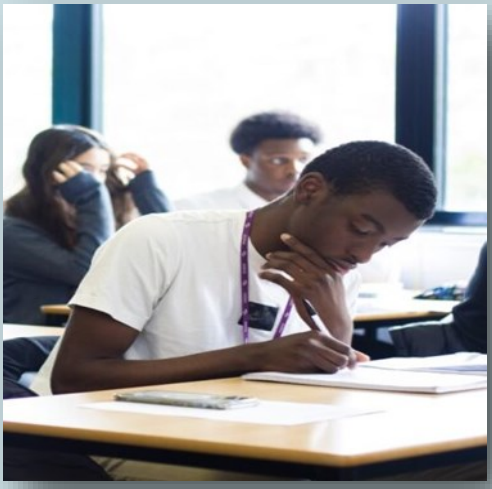
and much more

# 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 Vison and Strategic Intents Booklet
Vision And Strategic Intents 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

## Teacher of Learning Support & Exam Access Assessor

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.

**Contract: Full Time, Permanent**

**Salary: Inner London Pay Award up to £56,956 plus SEN Allowance Point 1 and additional £1,000 for Exam Access**

We are seeking to appoint an outstanding Teacher of Learning Support and Exam Access Assessor to join our Inclusive Learning department. The successful candidate will be an inspirational and conscientious Teacher who is passionate about transforming the lives of our young people. Working with small groups of students with a range of learning needs, you will be an excellent communicator with the ability to adapt your teaching skills to ensure that all learners are supported through their education. As well as working with our young people, you will also have a commitment to working with all other staff members, parents and carers.

You will have a teaching qualification (QTS or QTLS) or be working towards gaining this. You will keep up to date with current pedagogy and practice and have proven skills in motivating learners at all levels.

Additionally, you will hold a recognised Level 7 Exam Access Arrangement qualification.

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

## Teacher of Learning Support & Exam Access Assessor

**GRADE : Inner London Teacher Pay Award plus SEN Allowance Point 1 and Exam Access payment**

**RESPONSIBLE TO : Head of Department**

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

- Provide out of classroom interventions and evaluate their effectiveness.
- Deliver 1:1 or small group interventions (literacy or numeracy) according to students needs.
- Review the education, health and care plan for a caseload of students with parents / carers and the student.
- Chair annual reviews for a caseload of students (training will be provided).
- Assist in the quality assurance of individual learning profiles.
- To exercise professional skills and judgement.
- To meet and assess referred students in relation to their learning support needs and make recommendations to the staff that work with the young person, and where appropriate make recommendations to teaching staff.
- To support the Department Heads and College Strategy Group in developing / embedding good inclusive practice across the college.
- Contribute to the college's overall self-assessment review (SAR).
- Understanding of, and commitment to, the college's mission, vision and strategic aims and objectives.
- Assist the Deputy Head of Learning Support to manage access arrangements and Lucid testing, following JCQ requirements.

### College Aims

- To assist the subject Department Head in the design and implementation of the Sixth Form offer, reflecting local, national and international developments.
- To assist the subject Department Head to develop a comprehensive and efficient course/ programme area that offers effective progression routes for every young person at the college including those with special educational needs.
- To promote lifelong learning for students on college programmes and within the local community.
- To maintain a stimulating, relevant and effective learning environment within courses/subjects taught.
- To work collaboratively with colleagues in teaching, administrative and learner support services in pursuance of these aims.

# MAIN TASKS

## Teacher of Learning Support & Exam Access Assessor

### Working with Others

- To take account of the college Equal Opportunities Policy and to promote race equality in relationships with others.
- To work collaboratively with colleagues in teaching, administrative and learner support teams to deliver innovative and responsive programmes and services.
- To foster and maintain a positive team ethos through effective communication, co-operative planning and sharing of knowledge, skills and expertise with colleagues within teaching, administrative and learner support teams.

### Appraisal, Training and Development of Staff

- Within an agreed national framework, to participate in appraisal and performance management both as an appraiser and appraisee
- To participate in support and supervision including the negotiation of personal performance goals.
- To undertake continuous professional development activities in accordance with the college policies for staff development and professional updating.
- Participate fully in the college performance management processes including recording CPD activities and maintaining objectives, ensuring they are up to date and evaluating input and reflection into your CPD e-Portfolio, including those related to lesson observations.

### Curriculum Responsibilities

- To teach a small group of learners within the overall college curriculum offer.
- To be responsible for a case load of students.
- To participate in the development of innovative curricula that are safe, responsive and flexible so that the learning programmes and environments match the needs of individual learners.
- To keep up to date with national and local developments in Sixth Form education, including the use of new technologies on courses and/or subjects taught.
- To develop and review syllabi, schemes of work and to monitor learning outcomes on courses and/or subjects taught.
- To ensure effective student assessment and accreditation arrangements including exams and internal verification and student/parent feedback and reporting on courses and/or subjects taught.
- To participate in the monitoring of the quality of student achievement on courses and/or subjects taught.
- To write and present reports, for a variety of audiences in relation to courses and/or subjects taught.

### Standards of Teaching and Learning

- To participate in the evaluation of teaching and learning on courses and/or subjects taught and to ensure that high standards of professional performance are established and maintained.
- To implement course and student monitoring arrangements as defined in policies and procedures at the Shooters Hill Sixth Form College.
- Deliver interesting and innovative learning and undertake assessment using a broad range of methods, taking full responsibility for the success of your own learners, developing a personalised and holistic learning approach in all lessons. This will include developing and producing learning and assessment materials using E-Systems (VLE/SharePoint and appropriate social media) and self-reflection using IRIS-Connect, etc

# MAIN TASKS

## Teacher of Learning Support & Exam Access Assessor

### Student Progress and Support

- To work collaboratively with administrative services to ensure that the progress of students is monitored and recorded and that standards of achievement are constantly reviewed.
- To secure a learning environment where all students, irrespective of ethnicity, gender, learning need, sexual orientation, age, class, or religious belief will achieve their full potential and to ensure that students develop study skills in order to learn more effectively and with an increasing independence.
- Guide/tutor learners through the learning process (action planning, reviews, progression), being accountable for target setting, action planning reviews and positive progression outcomes utilising the FAF/e-FAF half-termly process.
- To liaise where appropriate with employers and other agencies as necessary to ensure responsive and effective course or subject delivery.
- To implement a policy for pastoral care of the students, taking into account, among other things, differences in their ethnicity, gender, learning need, sexual orientation, age, class, or religious belief.
- To provide effective pastoral tutorial support including clear course/ programme induction, initial diagnostic assessment of additional learning support and effective careers/progression advice and guidance.
- To promote among the students, self-discipline, proper regard for authority and a clear sense of right and wrong. To monitor and implement a discipline policy which promotes appropriate behaviour both on and off college.
- To develop and promote positive relations with parents, responsible adults and families, including participating in meetings and college events between staff, parents and outside agencies to ensure that students' needs are met.
- To ensure the requirements of the current Children Act is fully complied with.

### Administration

- To work collaboratively with administrative services to provide timely and accurate data on all courses and/or subjects taught, including student enrolment, withdrawal, attendance and achievement.
- To ensure the maintenance of up to date and accurate class and student records.
- To comply with requirements of copyright and GDPR legislation and college internet and e-mail policies.

### Discipline

- To promote among the students, self-discipline, proper regard for authority and a clear sense of right and wrong. To monitor and implement a discipline policy which promotes appropriate behaviour both on and off college.

### Relations with Parents, Responsible Adults and Families

- To develop and promote positive relations with parents, responsible adults and families.
- To help arrange and to participate in meetings and college events between staff, parents and outside agencies to ensure that student's needs are met.

### 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.

# MAIN TASKS

## Teacher of Learning Support & Exam Access Assessor

### Provision of Data

- To support the College Strategy Group to ensure that arrangements are made for the prompt and reliable provision of students and programme data and other statistical returns.

### 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.

### 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.
- Where required to undertake risk assessments for work experience placements.

### Child Protection

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

### Policy development and Implementation

- To ensure the implementation and participate in the review of all policies as directed by the Board of Trustees and College Strategy Group.

### Other Duties

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

## 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

## Teacher of Learning Support & Exam Access Assessor

| Requirement | Essential | Desirable | Selection Method |
|---|---|---|---|
| **Qualifications** | | | |
| Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) or willing to work towards | ✓ | | **AF** |
| A recognised teaching qualification | ✓ | | **AF** |
| Degree or equivalent | | ✓ | **AF** |
| GCSE English and Maths (4 or above) or equivalent | ✓ | | **AF** |
| Level 7 qualification in Exam Access Arrangement through recognised training provider | ✓ | | **AF** |
| Relevant and recent evidence of continued professional development | ✓ | | **AF/I** |
| Minimum Lev 5 specific learning difficulty qualification (SPLD) through recognised training provider | | ✓ | **AF/I** |
| **Specialist Knowledge and Experience** | | | |
| Knowledge of the SEND code of Practice 2014 | ✓ | | **I/T** |
| Experience of working with a range of students with a range of special educational needs | ✓ | | **I** |
| Experience of planning and implementing an effective teaching programme and Individual Learning Plans, including monitoring, assessment, recording and reporting of students' progress | ✓ | | **I/T** |
| Developing and successfully delivering inclusive practice to ensure equal opportunities for all | ✓ | | **I** |
| Clear understanding of safeguarding issues | ✓ | | **T** |
| Experience of assessing learning with a wide range of specific learning difficulties | ✓ | | **AF** |
| Experience of devising and implementing intervention programmes for learners with a range of specific learning difficulties | | ✓ | **AF** |
| **Skills and Abilities** | | | |
| Ability to work collaboratively with others, internally and externally and a commitment to team working and knowledge sharing | ✓ | | **AF/I** |
| Strong communication skills – the ability to communicate clearly to a variety of audiences and in a variety of settings, and understand the views of others | ✓ | | **T** |
| Self-management – the ability to plan time effectively and to organise oneself well | ✓ | | **AF/I** |
| Ability to work under pressure and meet deadlines | ✓ | | **T** |
| Ability to use the majority of Microsoft applications such as Word, PowerPoint Outlook etc | ✓ | | **AF/I** |
| Understanding of emotional resilience in working with challenging behaviours and attitudes; and the use of authority in maintaining discipline | ✓ | | **I** |

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

# INTERVIEW PROCESS

## Teacher of Learning Support & Exam Access Assessor

### 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

# Teacher of Learning Support & Exam Access Assessor

**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 |


disability confident EMPLOYER

SHOOTERS HILL SIXTH FORM COLLEGE

*Transforming Lives*