

# SHOOTERS HILL SIXTH FORM COLLEGE TRUSTEE APPLICANT INFORMATION PACK



**SHOOTERS HILL  
SIXTH FORM COLLEGE**

*Transforming Lives*

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# WELCOME

## From the Chair of Trustees

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 Chair of the Trustee Board, I am committed to monitor and challenge the Principal and his Leadership team to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals. Our recent Ofsted report shows that we are on the right path.

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

Our Board has a diverse ranges of skills and experiences to draw upon but a recent review of those skills, following the retirement of a trustee, has highlighted that the Board would be further strengthened by the appointment of an additional trustee with experience at a senior level gain within the education sector.

The college is striving to be exceptional and I am proud of the engagement trustees have to help the College achieve this. We fully support continued professional development for all our trustees. 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 consider joining the Board, so that together, we can continue on our incredible journey and you too can be part of that success.

**Jackie Gray**  
**Chair of the Trustee Board**



“Leaders and managers have created suitable programmes of study that meet the needs of the diverse student population very well.”

### OFSTED 2024



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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 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

## Trustee

Whether you're an outstanding experienced Trustee or someone looking for their first Trustee role, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative environment in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse Board and welcome applications from people of all backgrounds.

### Position Description

Trustees play an important role in leading and guiding our Academy, through regular interaction both with staff and as a board of trustees, to achieve excellent outcomes for our pupils. They set the strategic vision and direction, approve the annual budget, make major policy decisions about capital expenditure and also appoint the Principal.

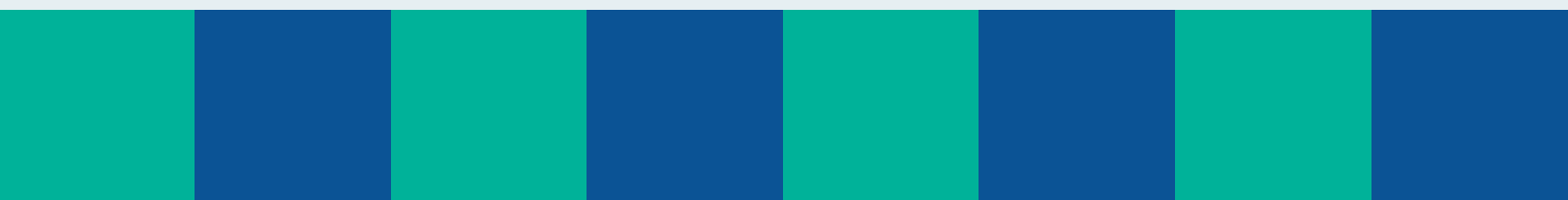
A recent review of the existing board skills has identified an ideal opportunity for someone with current or previous experience operating as Head Teacher/Principal within the Sixth Form sector (either at a school, college or MAT) to join the Board. This opportunity will allow you to further develop your professional skills and experience such as strategic thought and planning, data analysis, building relationships and networks, financial review and planning, and chairing of meetings. These are all vital skills which are valued by employers and can assist in your own career development.

The full Board of Trustees meets 4 times a year with meetings generally taking place face to face in the late afternoon/early evening. Sub-committees (Quality, Finance & HR and Audit & Risk) meet 3 times a year. You will also have the opportunity to become involved and contribute to a specialist area e.g. curriculum, finance, data, HR, health and safety dependent upon your skills. Trustees are provided with an induction and training program appropriate for their skills and experience.

### About Shooters Hill Sixth Form College (a "Single Academy Trust")

Shooters Hill Sixth Form College is a popular and growing organisation with a culture of mutual respect and inclusion, which creates a safe, secure and happy learning environment, based in Woolwich in the Royal Borough of Greenwich. We believe that the sixth form experience is about developing the whole person and not just a place to take qualifications. Our outstanding reputation for supporting and developing young people and a drive towards social cohesion, community and identity is unprecedented.

Visitors to the college are impressed by the welcoming and friendly atmosphere that they experience here. This comes from the sincere and respectful relationships amongst students and staff, creating a community in which each person is valued and encouraged to achieve their full potential. Our services and infrastructure enable young people with the widest range of abilities, needs, interests and experiences, the opportunity to participate fully in all of the courses and facilities that we offer.



# ADVERT

## Trustee

### Benefits to you

New skills you'll gain:

- Strategic planning
- Experience on a board
- Holding senior leaders to account and ability to provide challenge
- Finance, and maintaining oversight of potentially multi-million pound budgets
- Human resources and performance management
- Project management
- Communication and teamwork
- Decision making
- Problem solving

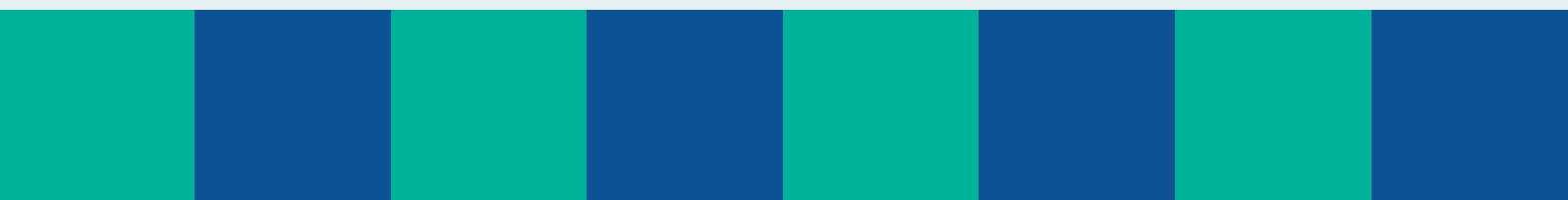
### Selection Criteria

We are looking for a trustee to join us and contribute to the successful running of the Academy. This is an ideal opportunity someone who is looking for their first role as an Academy Trustee. To have an initial conversation and find out more about the role, please contact our Chair of Trustees, Jackie Gray ([jackie.gray@shc.ac.uk](mailto:jackie.gray@shc.ac.uk)). Visits to the college are also welcome. If you would like to arrange a visit then please contact our HR department at: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

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

## Trustee

**RESPONSIBLE TO : The Chair of the Board of Trustees**

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.

### **Purpose of the Role**

The three core functions of the board of trustees are to:

- Ensure clarity of vision, ethos and strategic direction.
- Hold executive leaders to account for the educational performance of the organisation and its students, and the effective and efficient performance management of staff.
- Overseeing the financial performance of the organisation and make sure money is well spent.

Trustee's responsibilities are to:

- Develop the trust's vision and strategy.
- Establish a culture of high educational standards, which promotes staff and pupil wellbeing.
- Set the trust's strategic aims and objectives.
- Make sure all pupils have access to a broad and balanced curriculum.
- Monitor provision for pupils with SEND.
- Monitor educational performance of the trust's academies, using a range of data sources.
- Ensure stakeholders (parents, pupils, staff and the local community) are informed and consulted as appropriate.
- Approve the budget for the academy trust and, where relevant, for academies within the trust.
- Monitor and evaluate the trust's financial performance.
- Approve and review trust policies, and hold staff to account for their implementation.
- Ensure the trust is compliant with legal requirements, including that all statutory policies and documents are in place.
- Carry out the appointment and performance management of the principal/chief executive.
- Assist in the recruitment and selection of senior college staff.
- Be a source of challenge and support to the principal/chief executive.
- Monitor and evaluate the trust's staffing structure.
- Monitor health and safety in the academy/across the trust.

# MAIN TASKS

## Trustee

New trustees will be expected to join at least one Board sub-committee and spend additional time familiarising themselves with the college when they join. All trustees serve for a period of 4 years in the first instance.

### Skills and Experience

#### Essential

- Critical listening and ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem-solving and analysis
- Knowledge of education gained through being a Senior Leader or Trustee within a Single or Multi Academy Trust

#### Desirable

- Understanding of data
- Finance and/or accounting knowledge
- Leadership and management skills
- Risk management skills
- Knowledge and awareness of EDI policies and its impact in an education environment
- Legal expertise, particularly knowledge of charity law

## Safeguarding

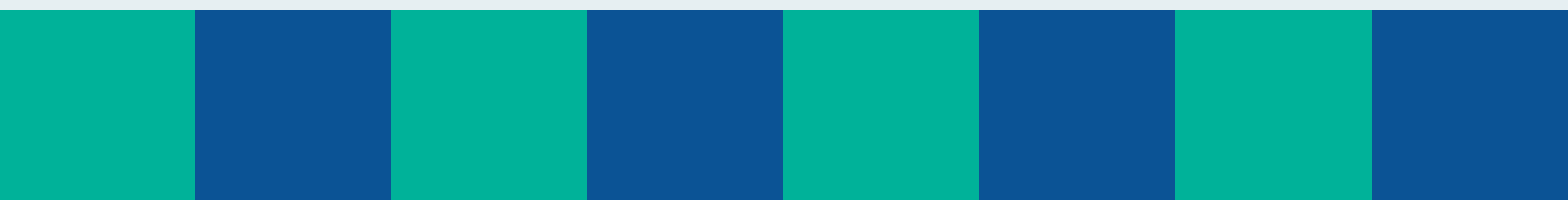
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment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





# INTERVIEW PROCESS

## Trustee

### Selection process

Shortlisted candidates will be contacted and scheduled in for an interview with the Chair of the Trustee Board and a member of the Nominations Committee. 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.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit or an informal discussion then please contact our HR Team via email: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

## Onboarding

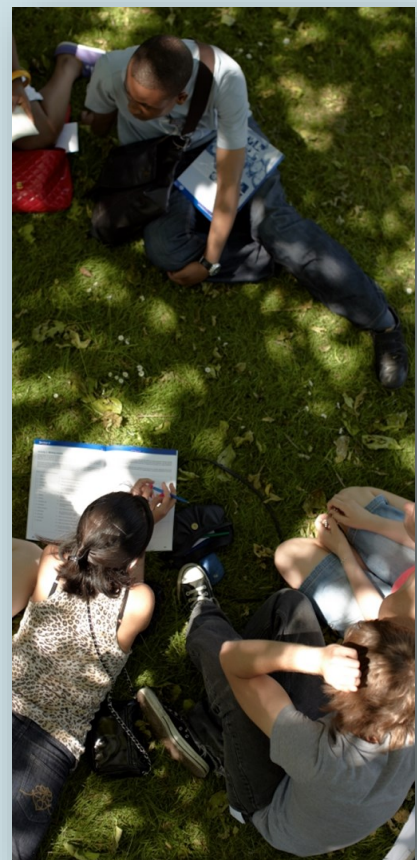
### Appointment

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)
- **Satisfactory enhanced DBS clearance**

## New Trustees

All Trustees are required to undertake annual mandatory online training for GDPR and Safeguarding.



# TIMELINE

## Trustee

To apply for this post, please send your covering letter to our HR department at: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

<b>Closing date for applications:</b>	26th June at 10am
<b>Shortlisting:</b>	27th June
<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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