

# SHOOTERS HILL SIXTH FORM COLLEGE SAFEGUARDING & BEHAVIOUR COORDINATOR 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 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](#)



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## **EQUALITY, DIVERSITY, EQUITY AND INCLUSION STATEMENT**

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination. Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



# ADVERT

## Safeguarding & Behaviour Coordinator

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: S02 starting at £38,934**

**Contract: Permanent, full time, all year round**

We are seeking an enthusiastic, organised and determined safeguarding professional to join our safeguarding team. This role involves working across the college with a wide range of students and staff to ensure behaviour and safeguarding measures meet college expectations. This will include liaising with offsite provisions and working with EHE and SEND provisions and deputising to DSL where necessary. The successful candidate will have experience working with young people and have excellent communication whilst dealing with all stakeholders. You will have the knowledge and skills when dealing with highly sensitive safeguarding matters and behavioural concerns with students.

If you possess these attributes then we look forward to hearing from 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)**

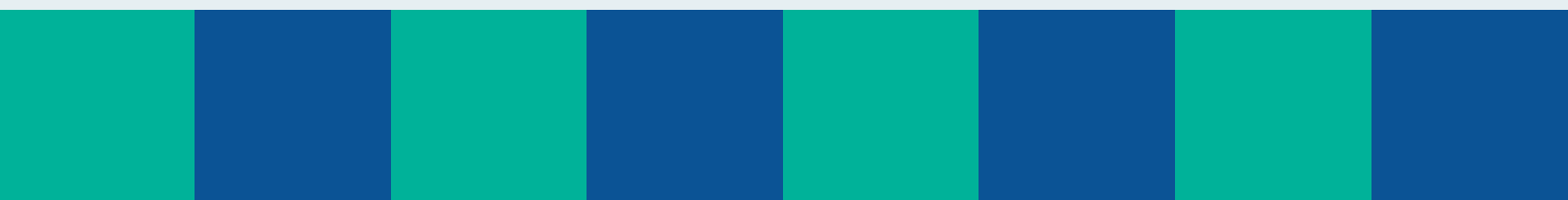
**We do not accept CVs as a form of application.**

**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

## Safeguarding & Behaviour Coordinator

**GRADE : SO2**

**RESPONSIBLE TO : Head of Safeguarding & Behaviour**

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

Coordinate the behaviour and engagement team to contribute to and support the strategies to improve safeguarding and behaviour for students, in particular the behaviour and safeguarding policy. Act as the main point of contact for cases in Foundation, Alternative Provision and Off-Site Provision.

### 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 and 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.

#### In common with all Student Support staff

- As part of the Student Support team, take part in college development projects.
- Attend and contribute to team meetings and briefings.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Head of Safeguarding and Behaviour.
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.
- Supervise agency staff, trainees and students on work experience when appropriate.

# MAIN TASKS

## Safeguarding & Behaviour Coordinator

### DUTIES & RESPONSIBILITIES

#### Particular to the post

- To take ownership of areas of the College outside the classroom, ensuring a presence and sustaining an orderly, calm atmosphere for productive learning to take place.
- Being available for any safeguarding and child protection concerns providing direct support to a caseload of safeguarding and welfare cases.
- Establish and maintain links with external agencies to support safeguarding and behaviour efforts at the college. Attending meetings and training where necessary.
- Contribute to the management of any onsite or offsite safeguarding and behaviour incidents.
- To assist the DSL and DDSL in the implementation of safeguarding policies and procedures.
- To support with student movement around the College ensuring smooth and punctual transitions between lessons and preventing loitering during lesson changeovers.
- Respond to any "on call" requests in a timely manner, providing support to de-escalate relevant student behaviour.
- Act as the main point of contact for cases in Foundation, Alternative Provision and Off-Site Provision
- Conduct staff training, ensuring compliance with statutory safeguarding requirements.
- Liaise with external agencies to provide holistic support for complex cases.
- Maintain and improve safeguarding documentation and tracking processes.
- Provide regular updates and support to staff on safeguarding policies and best practices.
- Support students with behavioural challenges around the College.
- Participate in visits to review offsite provisions safeguarding and behaviour practices and standards.
- Establish positive working relationships with students, acting as a positive role model.
- To maintain surveillance within specified zones of the College in order to prevent anti-social behaviour. Reporting any damage to the relevant staff in a timely manner.
- To intervene in student disputes by using restorative approaches to promote pro social behaviours.
- Provide information and advice to enable students to make positive choices about their own learning, progression, behaviour, and attendance.
- To follow up and investigate any incidents that occur between students as necessary.
- Establish positive working relationships with vulnerable students and their families in order to support their needs within college.
- To support teaching staff by utilising behaviour hotspot data to prevent, address and minimise disruption to lessons.
- Investigate incidents by taking statements, interviewing students and making recommendations to the relevant staff.

# MAIN TASKS

## Safeguarding & Behaviour Coordinator

### Additional Information - Working Arrangements

- Hours of work: 35 hours per week – full time, all year round. Routine fixed daily start and finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.
- The college hosts 15+ evening events per academic year, these include open events, interview events and parent evenings. You are expected to work 4 of these events and have the option to work additional events if approved by your line manager. Hours worked at these events can be used as time off in lieu.
- From time to time other clerical tasks will have to be undertaken provided they are within your competence and commensurate with your level of responsibility.
- This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the college.
- The college reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Safeguarding

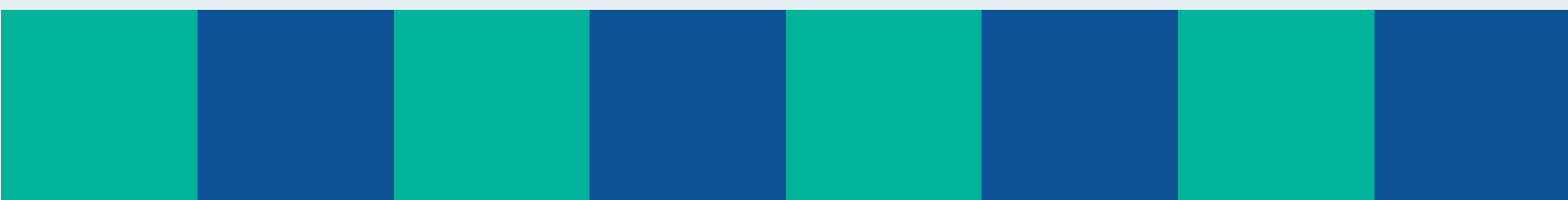
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment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

## Safeguarding & Behaviour Coordinator

Requirement	Essential	Desirable	Selection Method
<b>Qualifications</b>			
Relevant Level 3 or higher professional qualifications	✓		<b>AF / I</b>
Qualifications in English and maths equivalent to a minimum of GCSE Grade C/4+ or Level 2	✓		<b>AF / I</b>
Safeguarding Level 3	✓		<b>AF / I</b>
Experience of working with safeguarding reporting systems	✓		<b>AF / I</b>
Experience of working with students in school/further education/other relevant setting	✓		<b>AF / I</b>
Experience of working within a team setting	✓		<b>AF / I</b>
Willingness to undertake appropriate professional development training	✓		<b>AF / I</b>
<b>Knowledge, Expertise and Understanding</b>			
High level of organisational skills	✓		<b>AF / I</b>
An understanding and commitment to the college policy on equality, diversity and inclusion and a willingness to promote this in all aspects of work	✓		<b>I</b>
Ability to form positive relationships with students, staff and parents/carers	✓		<b>I</b>
Possessing skills to communicate with challenging students	✓		<b>AF / I</b>
Competent ICT skills and familiarisation/user level with Microsoft applications	✓		<b>AF / I</b>
<b>Skills and Abilities</b>			
High level of personal drive and energy	✓		<b>I</b>
An ability to maintain good working relationships with colleagues, to work as part of a team and provide team leadership	✓		<b>I</b>
Receptive to new ideas and change		✓	<b>I</b>
Willingness to integrate into a team	✓		<b>I</b>
Able to use own initiative to deal with situations as they arise, acting in line with college policies and instructions		✓	<b>AF / I</b>
A friendly, co-operative approach to parents, students and staff	✓		<b>AF / I</b>
Willing to work flexibly in terms of job roles and responsibilities	✓		<b>AF / I</b>
Promotes and gives a positive image of the college	✓		<b>I</b>

**Key:**      **AF = Application Form**      **I = Interview**

# INTERVIEW PROCESS

## Safeguarding & Behaviour Coordinator

### 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 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](mailto:hrteam@shc.ac.uk)

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

## Onboarding

### Appointment

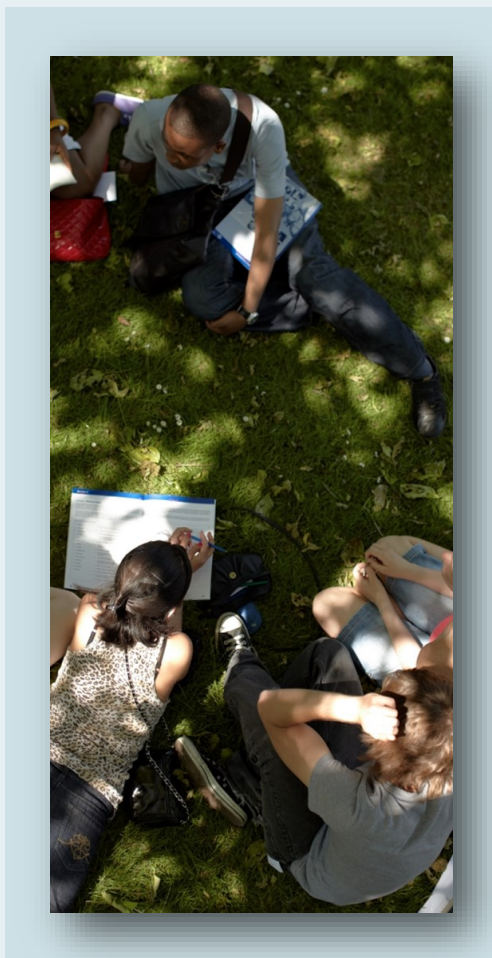
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**  
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

### Safeguarding & Behaviour Coordinator

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>	23rd January at 10am
<b>Shortlisting:</b>	24th January 2025
<b>Interviews to commence:</b>	Soon after shortlisting
<b>Start date:</b>	ASAP

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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