



**SHOOTERS HILL
SIXTH FORM
COLLEGE**

RECRUITMENT PACK

**HIGHER LEVEL TEACHING
ASSISTANT -MATHS**

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 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



SHC

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 \(www.gov.uk\)](http://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 around 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
- T Level Facilities
- Immersive Room

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**
https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
https://issuu.com/shsfc/docs/prospectus_24-25
- **College GSSP Sports Initiative Booklet**
https://issuu.com/shsfc/docs/gssp_booklet

EDEI STATEMENT

Equality, Diversity, Equity & Inclusion

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

HLTA - Maths

Shooters Hill Sixth Form College is a bold, ambitious institution where excellence, equality, diversity equity and inclusion aren't just ideals they're our everyday mission. We create a welcoming, empowering environment where learners and staff reach their full potential and step confidently toward their future aspirations.

We are currently looking to recruit a Higher-Level Teaching Assistant (HLTA) to join our successful Learning Support team for the new academic year 2025/26.

Scale: Scale 5 - starting at £27,479 actual pro-rata salary

Contract: Permanent, Full Time, Term Time Only at 39 weeks

You will play a key role in enabling students with Education, Health and Care Plans (EHCPs) to access the curriculum, by identifying barriers to learning and implementing strategies that enable learners to make measurable progress in mathematics.

This role involves delivering targeted 1:1 and small group maths support, primarily outside of the classroom, from entry level to Level 2, helping to build confidence, engagement, and academic success.

As well as working closely with the Learning Support team, you will also liaise with teaching staff across departments to ensure an inclusive and effective support model is in place for each learner.

A relevant HLTA qualification or equivalent experience is desirable. A commitment to ongoing professional development and staying up to date with current inclusive teaching strategies is essential.

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

Due to the safer recruitment process, we are unable to 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) 2024.

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

HLTA - Maths

GRADE : **Scale 5**

RESPONSIBLE TO : **Head of Learning Support**

RESPONSIBLE FOR : **Provision Mapped Student Maths Support**

The Board of Trustees of the college expect all employees to have a full commitment to the college's Equal Opportunities and Health and Safety Policies and an acceptance of 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 college.

Job Purpose

- To enable students to gain increased access to their curriculum and make progress with their EHCP outcomes and preparing for adulthood plans.
- To keep progress records and tracking to show the impact of the interventions aligned with the EHCP and curriculum targets.
- To plan, and deliver 1-1 and small group support as part of the provisioned interventions for learners with EHCP's.
- To deliver high quality support to learners to enable progression and academic success.

MAIN TASKS AND 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.

JOB DESCRIPTION

HLTA - Maths

Particular to the Post

- To complement curriculum teaching and learning by taking responsibility for specific learning activities for EHCP learners. This involves planning, preparing and delivering learning activities for individuals and groups of learners with SEND needs.
- Monitoring students and assessing, recording and reporting on students' achievement, progress and development.
- To assess learners needs and abilities to inform best teaching and learning practice and create individual learning plans recommending differentiation and methods of support.
- To lead on inclusive maths strategies within the Learning Support Team, supporting curriculum teams to embed strategies into classroom teaching and learning.
- To provide support for students, the teacher and the college to raise standards of achievement for all students and those from underachieving groups by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- To use Assistive Technology in maths support lessons to encourage independence.

Support for Students

- To encourage students to become independent learners.
- To provide support for students' welfare, and to facilitate the inclusion of students in all aspects of college life.
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Develop and implement individual learning plans.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.

JOB DESCRIPTION

HLTA - Maths

Support for Teachers

- Within an agreed system of supervision and within a pre-determined lesson framework, teach 1-1, and small groups.
- Provide detailed verbal and written feedback on differentiation of teaching, and student learning and behaviour to teachers and students.
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as appropriate.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives (e.g EHCP outcomes).
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement etc.
- Administer and assess/mark tests and invigilate / support in exams/tests.
- Production of lesson plans, learning materials and reviews etc.

Support for the Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national learning strategies e.g. numeracy, and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- Use ICT and Assistive Technology effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, and needs and cultural backgrounds.
- Advise on appropriate use of specialist resources and equipment.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.

JOB DESCRIPTION

HLTA - Maths

Support for the Curriculum

- Actively seek information and utilise the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- To liaise with the tutors to ensure the implementation of the Student Support system.

Support for the College

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the college.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training/CPD and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of college learning activities within guidelines established by the college.
- Support and guide other less experienced learning support assistants' work in the classroom when required and lead training for other staff.
- Contribute to the overall ethos, work and aims of the college by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

JOB DESCRIPTION

HLTA - Maths

Personal Responsibilities

- To follow college procedures regarding signing in and out, as well as any other procedures relating to attendance.
- Playing a full part in the life of the college community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Actively promoting college policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the college's Health and Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the college calendar punctually.
- Adhering to the college's Safeguarding Policy.

Additional Information and Working Arrangements

- Hours of work: 35 hours per week term time only at 39 weeks. Routine fixed daily start and finish times between 08:00 and 17:30 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.
- 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.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The duties may be varied to meet the changing demands of the college at the reasonable discretion of the Head of Department.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- 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

JOB DESCRIPTION

HLTA - Maths

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) 2024.

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

HLTA - Maths

Requirement	Essential	Desirable	Selection Method
Qualifications			
HLTA status achieved, or a commitment to complete HLTA qualification within two years	Y		AF/I
Minimum of Level 3 qualification in Mathematics	Y		AF/C
Minimum of Level 2 qualification in English	Y		AF/C
Experience			
Experience of supporting learners with SEND aged 16–19 in an educational setting	Y		AF/I
Experience of planning, preparing, and delivering both group and one-to-one maths lessons	Y		AF/I
Experience of supporting learners with SEND, using a range of strategies to promote engagement and academic progress	Y		AF/I
Experience contributing to Education, Health and Care Plan (EHCP) processes, including supporting Annual Review outcomes	Y		AF/I
Experience of managing and delivering structured interventions, demonstrating a clear understanding of effective lesson planning and delivery and progress tracking	Y		AF/I
Proven experience of using ICT, learner management systems (e.g., MIS), and assistive technologies to support teaching and learning	Y		AF/I
Skills and Abilities			
Strategies for challenging discrimination, promoting racial equality and for helping learners learn about minority ethnic and cultural diversity and for promoting positive attitudes to disability.	Y		AF/I
Ability to empathise with young people who experience a wide range of special educational needs and place the student at the centre of the learning process.	Y		AF/I
Adaptability, flexibility and creativity in supporting learners with a variety of needs.	Y		AF/I
Ability to communicate effectively with people and understand the views of others.	Y		AF/I
Commitment to working as a member of a team.	Y		AF/I
Commitment to developing skills and undertaking training.	Y		AF/I
Commitment to the college's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	Y		AF/I

KEY: AF = APPLICATION FORM I = INTERVIEW C = CERTIFICATE

INTERVIEW AND ONBOARDING

HLTA - Maths

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.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process will consist of a college tour, pre-interview assessment task/s (teaching will include a microteach) and a formal interview.

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: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- 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 ro

TIMELINE

HLTA - Maths

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: 19th June at 10am
Shortlisting: 20th June
Interviews to commence: Soon after shortlisting
Start date: New academic year 25/26

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