



SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

EMPLOYMENT PATHWAYS
MANAGER
SUPPORTED INTERNSHIPS

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 \(www.gov.uk\)](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



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

Employment Pathways Manager (Supported Internships)

SALARY: PO4 STARTING AT £47,532

CONTRACT: FULL TIME, ALL YEAR ROUND, PERMANENT

Are you passionate about creating meaningful employment opportunities for young people with Special Educational Needs and Disabilities (SEND)? Do you thrive on building partnerships, leading teams, and driving strategic growth? If so, we have a unique opportunity for you to make a real impact.

We are seeking a dynamic Employment Pathways Manager to lead and expand our Supported Internship provision and associated employment programmes for learners with SEND. This is a pivotal role focused on ensuring young people transition successfully from education into meaningful and sustainable employment.

As the Employment Pathways Manager, you will design, implement, and oversee a range of inclusive internship and work-based learning programmes, working closely with the Head of Foundation Learning and the Assistant Principal for Inclusion. You'll lead a team of dedicated coordinators, foster strong employer partnerships, ensure all support and reasonable adjustments are in place for interns, and maintain high standards of quality, compliance, and learner progress

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

Employment Pathways Manager (Supported Internships)

POST : EMPLOYMENT PATHWAYS MANAGER (SUPPORTED INTERNSHIPS)
GRADE : PO4
RESPONSIBLE TO : HEAD OF FOUNDATION LEARNING

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

The Employment Pathways Manager is responsible for designing, implementing, and overseeing a number of comprehensive internship programmes that provide meaningful work experiences and job opportunities for young people with SEND. This role involves developing strategic plans to expand the programme, with the Head of Foundation Learning and Assistant Principal for Inclusion, building and maintaining relationships with employers and stakeholders and ensuring interns receive the necessary support and adaptations to succeed. Additionally, the Head of Supported Internships will lead a team of coordinators, ensures compliance with relevant regulations and quality and continuously evaluates and improves the programme to align with organisational goals, student needs and industry standards. Through efforts, they aim to create valuable opportunities that foster professional growth and development for interns.

In common with all other staff

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may on occasion require work in other locations/sites of the college, and work outside of regular daytime hours.

JOB DESCRIPTION

Employment Pathways Manager (Supported Internships)

In common with all departmental staff

- Take part in college development projects.
- Attend and contribute to team meetings and briefings.
- Collaborate with, consult and feedback to colleagues and students by sharing and distributing information.
- Other duties as reasonably required by your Line Manager.
- Participate in the annual PM cycle, CPD, service area planning and review and college QIP.
- Supervise agency staff, trainees and students on work experience when appropriate.

Main Duties, Responsibilities and Accountabilities

Program Development and Management: Design, implement, and oversee the supported internships program, ensuring it meets the needs of both interns and partner organisations, including host businesses, local authority, DFN Project Search and Unity Works.

Programme Development: Stay informed about current issues, best practices and local trends in employment and supported internships to ensure the program remains relevant and effective.

Partnership Building: Establish and maintain relationships with businesses and community organisations to create internship opportunities.

Team Leadership: Lead, support and manage a team of coordinators who are delivering and supporting Interns, providing guidance, training and performance evaluations.

Steering Committee: Chair the Supported Internship Steering Committee, guiding discussions and setting agendas with the Local Authority, and ensuring effective decision-making to achieve the committee's objectives

(Intern) Student Support: Develop and implement support strategies to assist interns with disabilities, ensuring they have the resources and adaptations needed for success. Examples could include transport, delivering Disability Awareness Training to host businesses, Access to Work Applications and Bursary.

Compliance and Reporting: Ensure the program complies with relevant laws and regulations, and prepare regular reports on program outcomes and impact for stakeholders, including Assistant Principal for Inclusion, DFN Project Search, Local Authority and Unity Works.

Curriculum Quality Assurance: Collaborate with the Head of Foundation Learning to ensure the curriculum meets quality standards and aligns with expectations.

JOB DESCRIPTION

Employment Pathways Manager (Supported Internships)

Supervision: Regular on-site support on all supported internship sites to provide solutions to overcome barriers and identify a path towards practical action and outcomes.

Safeguarding: Responsibility for embedding best practice around safeguarding across all supported internship sites

Outcomes: Meet outcomes set by the Line Manager (and stakeholders if relevant) that are essential for the development and enhancement of the service.

Budget Management: Contribute to the overseeing of the program budget, including securing funding and managing expenditures where relevant

Sustainability: Responsibility for ensuring delivery models on the supported internship are financially sound and internships remain on budget throughout the financial year.

Stakeholder Engagement: Communicate regularly with stakeholders, including interns, families, employers, and other relevant stakeholders to gather feedback and improve the program.

Marketing: Responsibility, with the Head of Foundation Learning and collaboration of stakeholders, for positive marketing of internships including developing case studies, ensuring website is up to date and utilising social media to promote the internship projects.

Continuous Professional Development: Network and keep abreast and informed as to new developments in the field of SEN, transitions and employment, and share knowledge and best practice with management and colleagues

Evaluation and Improvement: Continuously assess the effectiveness of the programme and support the Assistant Principal for Inclusion to make data-driven decisions to enhance its quality and impact.

General

- To safeguard children and vulnerable adults from harm and to report concerns in accordance with the college's internal referral arrangements.
- To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation.
- To deal professionally with colleagues and external partners as required.
- To ensure the confidentiality and security of all the college's documentation and information.
- To attend training/refresher courses and meetings as required by your Line Manager.
- To co-operate and take part in the college's performance management scheme.
- To carry out other such appropriate duties that maybe reasonably required to successfully carry out the role.

JOB DESCRIPTION

Employment Pathways Manager (Supported Internships)

All employees of the college are expected to work in such a way that delivers the behaviours and core values of the college and Inclusive Learning department:

College Core Values

- Work collaboratively to ensure a positive, safe and rewarding experience for all our community
- Value fairness for all and promoting personal growth
- Lead by example with compassion, empathy and understanding
- Conduct ourselves with honesty, integrity and respect

Inclusive Learning Core Values

- Customer focussed, through a “can do” attitude.
- Consistent and reliable.
- Reflective, and embrace new initiatives in order to improve service and performance.
- Champions effective change and solution focused.

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.

PERSON SPECIFICATION

Employment Pathways Manager (Supported Internships)

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

Employment Pathways Manager (Supported Internships)

Requirement	Essential	Desirable	Selection Method
Qualifications			
A degree or equivalent professional qualification		Y	AF/I
Additional management qualification		Y	AF
Further study and/or additional qualification in SEND/Supported Internship Programmes		Y	AF
Knowledge			
A good understanding of legislation and good practice in relation to SEND	Y		AF/I
Experience			
Minimum of 2 years' experience of delivering a supported employment or supported internship model	Y		AF/I
Experience using data to manage performance and drive decisions to improve service delivery		Y	AF/I
Demonstrable track record of either successful leadership, team management or team working	Y		AF/I
Technical Skills and Abilities			
Proven ability to develop positive relationships with third parties	Y		AF/I
Outstanding time management and organisation skills	Y		AF/I
Proven ability to deal and work effectively with staff at all levels of the organisation	Y		AF/I
An ability to be flexible and adapt in a rapidly changing environment	Y		AF/I
Good written and verbal communications	Y		AF/I
Understanding of and commitment to the promotion of equality and diversity, safeguarding and the health and wellbeing of young people and vulnerable adults	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

INTERVIEW AND ONBOARDING

Employment Pathways Manager (Supported Internships)

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 role

TIMELINE

Employment Pathways Manager (Supported Internships)

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:	2nd June at 10am
Shortlisting:	3rd June 2025
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