

SHOOTERS HILL SIXTH FORM COLLEGE LEARNING SUPPORT ASSISTANT L3 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 \(www.gov.uk\)](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 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

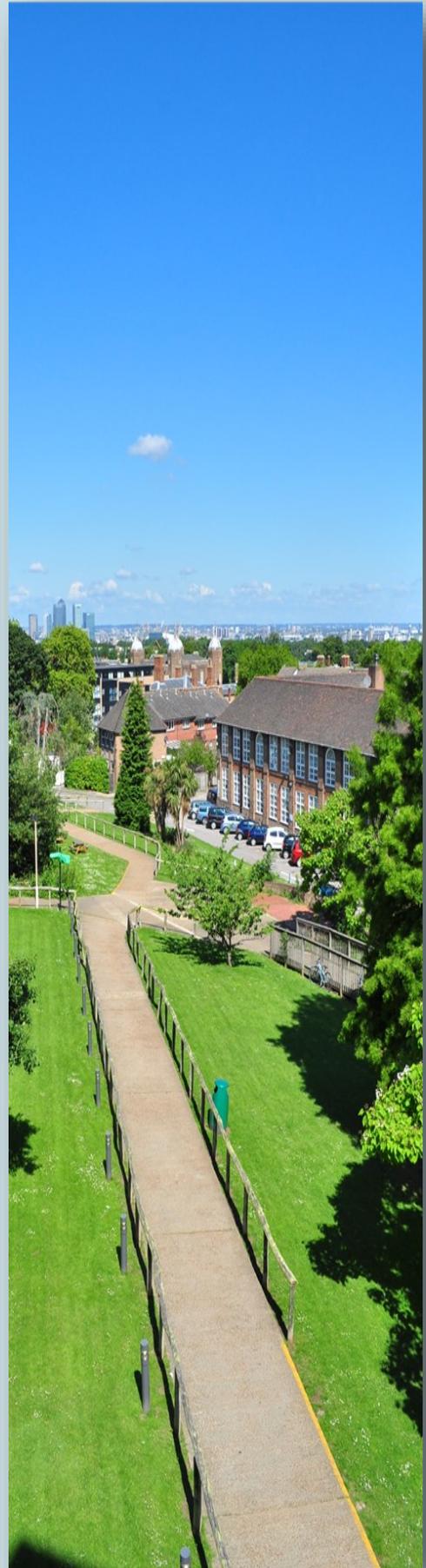
Further context of our college and our vision can be found within these booklets.

Ofsted Reports
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet
[Vision And Strategic Intent 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

Learning Support Assistant (Level 3)

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.

We are currently looking to recruit an inspirational Learning Support Assistant to join our successful Inclusive Learning team.

Post: Learning Support Assistant (Level 3)

Salary: Scale 3 £23,562—£23,918 (actual pro-rata salary)

Contract: Permanent and Fixed Term available. Full Time, Term Time Only at 39 weeks

The ideal candidate will be a highly motivated, empathetic and compassionate individual who has a strong desire to inspire, and a passion for supporting and nurturing students with their learning. Communication skills are key to this role. You will be an ambitious team player who is keen to play their part in shaping the Inclusive Learning department, in line with the college's mission, vision and strategic objectives.

As well as working collaboratively within the Inclusive Learning team, you will need to demonstrate these skills when working with all other staff as well as students, parents and carers.

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

Learning Support Assistant (Level 3)

GRADE : Scale 3

RESPONSIBLE TO : Learning Support Staff Manager

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

To provide practical assistance to the line manager in the college, in catering for the Inclusion needs. As far as possible to ensure a safe working environment for staff and learners. To contribute to facilitating learner access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. This may, at times, mean that the Learning Support Assistant has responsibility for managing different initiatives, e.g. Early Literacy Strategy and other projects. Supporting learners on the special educational needs register as required.

- Assisting the teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by learners ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.
- Assisting the teacher in the planning and delivery of class activities.
- Assisting the teacher to supervise and support learners Individual Education Plans (IEP), both indoors and outdoors. To contribute to observations and records on individual's progress producing written reports where necessary.
- To support the teaching of the Literacy and Numeracy by delivering activities to work with individuals and small groups, under the guidance of the teacher or other lead person.
- To contribute to the management of learner behaviour in and outside of the classroom.
- To pass on information about learners personal and educational needs to parents, the class teacher and other staff as appropriate.
- To contribute to team meetings and review meetings.
- To assist in the assessment recording and reporting of learner progress. Reporting to the teacher and giving feedback to learners on their progress.
- To act as mentor to other Learning Support Assistants.
- To administer tasks and tests and to contribute to the assessment and reporting of outcomes.
- To organise and take part in college activities and events as required and to accompany and support learners on outings from college as necessary.
- To support the learners with enrichment activities.
- To ensure the physical welfare of students and to assist students with their physical needs as appropriate and agreed. This may include administering medication, assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the student during break and lunch times as appropriate.
- To undertake training and continuing professional development (CPD) in accordance to contractual requirements.

MAIN TASKS

Learning Support Assistant (Level 3)

At This Level

The employee will work under the supervision of the college be an experienced Learning Support Assistant. They will have experience and competence across a varied range of duties and a relevant qualification. They may be required to mentor or supervise other Learning Support Assistants.

At this level the employee will be expected to:

- Contribute to the management of learner behaviour
- Establish and maintain relationships with individual learners and groups
- Support learners during learning activities
- Take part in continuous development to review and develop their professional practice.

This will involve (some not all):

- Assist in preparing and maintaining the learning environment
- Contribute to maintaining learner records
- Observe and report on learner performance
- Contribute to the planning and evaluation of learning activities
- Promote learners social and emotional development
- Support the maintenance of learner safety and security
- Contribute to the health and well-being of learners
- Support the use of information and communication technology in the classroom
- Help learners to develop their literacy skills
- Help learners to develop their numeracy skills
- Help learners to access the curriculum
- Support the development and effectiveness of work teams
- Develop and maintain working relationships with other professionals
- Liaise effectively with parents

In addition, they may also:

- Provide support for bilingual/multilingual learners
- Support learners with communication and interaction needs
- Support learners with cognition and learning needs
- Support learners with behavioural, emotional and social development needs
- Provide support for learners with sensory and/or physical needs
- Providing personal care for learners, where needed and after training has been provided.

MAIN TASKS

Learning Support Assistant (Level 3)

Educational Requirements

- English language reading and comprehension up to GCSE standard
- Numeracy skills up to GCSE standard
- Training or a qualification in communication techniques, eg braille or a specified signing language- desirable
- A relevant City and Guilds, NVQ or BTEC or Teaching Assistant qualification. Any qualification relevant to a specific area of the curriculum at L3.
- Learning Support Assistants with relevant experience (3-5 years) who have attended LEA training courses or equivalent training and whose work can be certified as being of special merit shall be graded at this level.

Additional Information

Working Arrangements

- Hours of work: 35 hours per week, Term Time Only at 39 weeks. Routine fixed daily start & finish times between 08:00 & 17:00 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.

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 embraces new initiatives in order to improve service and performance.
- Champions for effective change and solution focused



MAIN TASKS

Learning Support Assistant (Level 3)

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

Learning Support Assistant (Level 3)

Requirement	Essential	Desirable	Selection Method
Qualifications			
Any qualification relevant to supporting students at the college, such as sign language or one of the vocational course areas at the college or any Level 3 qualification.	✓		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.	✓		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.	✓		AF/I
Ability to support learners in their work, learning and conduct in a variety of settings.	✓		AF/I
Adaptability, flexibility and creativity in supporting learners with a variety of needs.	✓		AF/I
Ability to communicate effectively with people and understand the views of others.	✓		AF/I
Commitment to working as a member of a team.	✓		AF/I
A commitment to developing skills and undertaking training.	✓		AF/I
Commitment to the college's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	✓		AF/I

Key: AF = Application Form I = Interview



INTERVIEW PROCESS

Learning Support Assistant (Level 3)

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/s 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

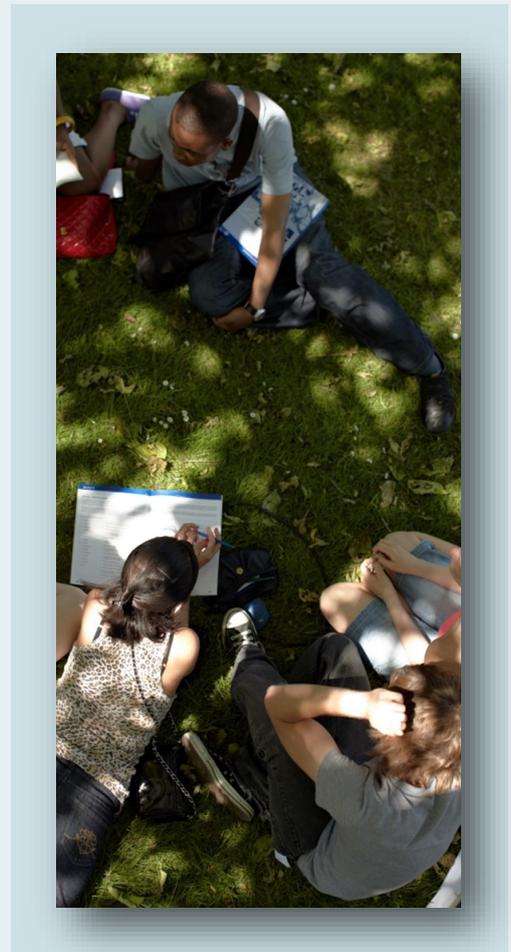
If you are successful in interview, you will be conditionally offered the position dependent on:

- **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

Learning Support Assistant (Level 3)

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:	20th August, at 12:00 midday
Shortlisting:	21st August 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

