



A collage of images showing various student activities: a person working with wood, a group of diverse students smiling, two students in white protective suits, a group of students in a classroom, a student in a wheelchair, a student with a large tattoo, and two students looking at something together.

SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

ENRICHMENT & STUDENT
VOICE COORDINATOR

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/collections/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

Enrichment & Student Voice Coordinator

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.

Salary Scale: S01 Starting at £32,312 (actual pro-rata salary)

Contract: Permanent

Hours: Full Time, Term Time Only at 39 Weeks

We are looking for a passionate and proactive individual to lead our enrichment programme and amplify student voice across the college. This is a fantastic opportunity to make a real impact by creating inclusive, engaging experiences that empower students and support their personal development.

You'll be at the heart of student life, working closely with learners to support their ideas, initiatives, and leadership opportunities. Working within the Student Experience Team you will run, coordinate and secure new enrichment activities for students. You will also work along side the Student Council to help them develop into tomorrows leaders.

If you're creative, active, organised, and committed to student development, we'd love to hear from you.

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

Enrichment & Student Voice Coordinator

GRADE : S01 – Term Time Only

RESPONSIBLE TO : Director of Personal Development, Enrichment and Community

RESPONSIBLE FOR : Enrichment Officer

The 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 coordinate enrichment and student voice across the college as well as running your own enrichments and events. Working with staff from all areas to ensure a robust, inclusive and aspirational enrichment program. This role will work closely with the student council to ensure the Student Voice is being heard and students are working with staff to ensure the best possible student experience. This role is designed to widen the experience of students through clear and focussed activities, beyond the classroom, that will extend and challenge students learning opportunities, enabling them to pursue possible areas of interest and promote social mobility.

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 Personal Development staff

- As part of the Personal Development team, take part in college development projects.
- Attend and contribute to team meetings and briefings.

JOB DESCRIPTION

Enrichment & Student Voice Coordinator

In common with all Personal Development staff

- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Director of Personal Development, Enrichment & Community.
- 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.

DUTIES & RESPONSIBILITIES

Particular to the post

- Coordinate the collection of student voice via surveys, class reps and the student council. Working alongside the College Strategy Group (CSG) to ensure students are aware they are being listened to, and actions are being taken to improve their student experience.
- Coordinate the student council and ensure they have meaningful impact across the college.
- Attend student council meetings and ensure they are directed to promote members development and progress towards their objectives.
- Ensure the student council receive internal and external leadership training.
- Working with the student council and personal development tutors, recruit class reps and host student rep conferences.
- Run enrichment activities using your own skill set and experience.
- Coordinate services and activities to enhance student experience through enrichment clubs, projects and development opportunities.
- Design and coordinate the delivery of the best possible enrichment programme for learners across all areas and levels of the college.
- Evaluate all offerings of enrichment and make improvements and adaptations where needed to meet the needs of all learners and the Education Inspection Framework (EIF.)
- Supervise internal and external staff delivering enrichment activities for learners.
- Manage initial training and induction for external/new staff delivering enrichment at the college to ensure complied systems of working, including risk assessments, attendance monitoring and delivery plans.
- Lead a student voice for enrichment and closing the loop through active '*you said we did.*'

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Enrichment & Student Voice Coordinator

Particular to the post

- Visit similar colleges and network with enrichment providers to create new opportunities for our learners.
- Manage external enrichment services, in accordance with policies, service level agreements and health and safety protocols.
- Lead on the organisation and promotion of enrichment and student voice at open events, enrolment, tasters and induction.
- Work with marketing to ensure enrichment is visible on all our internal and external platforms.
- Work with the Director to manage the finance and budget for enrichment.
- Work collaboratively with your Assistant Principal to embed enrichment and student voice into the overall student experience.
- Line manage, enrichment and student support staff to ensure a high-quality student experience.

Additional Information ~ Working Arrangements

- Hours of work: 35 hours per week – term time only. 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.

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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

Enrichment & Student Voice Coordinator

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification or above (i.e. A-Levels, BTEC National, GNVQ Advanced) or relevant experience	Y		AF
Relevant degree or experience	Y		AF
Experience			
General Admin / Office and Data Entry Experience	Y		AF/I
Experience of working with students in college or other relevant setting	Y		AF/I
Experience of running workshops or activities	Y		AF/I
Experience working in a customer service/front of house role	Y		AF/I
Experience of working within a team setting	Y		AF/I
Skills, Abilities and Knowledge			
An advanced working knowledge of the Microsoft Office Suite of Applications from their practical use in daily administrative processes. Especially Excel		Y	AF/I
Ability to communicate effectively by telephone and in person with students and staff at all levels of the organisation and external callers	Y		AF/I
Ability to respond to tight deadlines & independently prioritise work	Y		AF/I
An organised, consistent & accurate approach to record keeping with excellent time-keeping skills	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
Willingness to undertake on the job training and to attend relevant staff development programmes	Y		AF/I

KEY: AF=APPLICATION FORM I=INTERVIEW

INTERVIEW AND ONBOARDING

Enrichment & Student Voice 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.

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

Enrichment & Student Voice Coordinator

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:	Friday 25th July at 10am
Shortlisting:	Monday 28th July
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