



**SHOOTERS HILL  
SIXTH FORM  
COLLEGE**

RECRUITMENT PACK

**ASSISTANT PRINCIPAL  
CURRICULUM**

# 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**



# 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

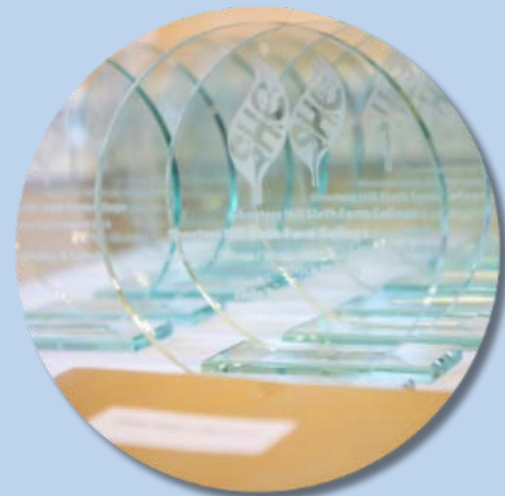
The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that 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/uploads/system/uploads/attachment_data/file/612222/education_staff_wellbeing_charter.pdf)

### 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](https://issuu.com/shsfc/docs/strategic_intents)
- **College Prospectus**  
[https://issuu.com/shsfc/docs/prospectus\\_24-25](https://issuu.com/shsfc/docs/prospectus_24-25)
- **College GSSP Sports Initiative Booklet**  
[https://issuu.com/shsfc/docs/gssp\\_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**

## **Assistant Principal - Curriculum**

**Salary Scale: Leadership (Inner London), L10 – L14 (£71,614 - £78,000)**

**Contract Type: Full Time**

**Contract Term: Permanent**

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.

Do you have a proven track record in curriculum development, raising attainment, and/or managing high-performing teams? We are looking to appoint an Assistant Principal – Curriculum to lead our Art & Design, Media, Business and Service and Sport Industries departments to success.

As the faculty lead, you will take responsibility for the overall success, ensuring consistently high-quality teaching and assessment, ambitious student programmes and transformative learning experiences. You will manage and motivate a team of middle managers to deliver outstanding outcomes and support all students in achieving and exceeding their potential. Your leadership will play a pivotal role in driving the success of students and the wider college community.

This leadership role requires a forward-thinking individual with a passion for setting high standards, continuous improvement, and fostering a culture of ambition. Your expertise will translate college strategies into clear objectives for the team, ensuring accountability, and delivering measurable impact to meet or exceed our key performance indicators. You will cultivate a culture of excellence where every interaction leaves a positive, lasting impression, reinforcing Shooters Hill Sixth Form College as the first choice for local learners. This role offers an exceptional opportunity to make a genuine impact, guiding young people toward bright, successful futures.

At Shooters Hill, your growth matters to us. We are committed to your continued professional development, offering diverse training opportunities to enhance your journey with us. Collaborating with our experienced leadership team, dedicated staff, passionate trustees and supportive board of governors, you will help shape our path toward achieving 'Outstanding' status.

Are you ready to take the next step in your journey? Bring your success, vision, and leadership qualities to Shooters Hill. If equality, diversity, equity, and inclusion drive everything you do, then this college could be the perfect place for you.

Join us, and help forge a secure, sustainable, and impactful future.

**Closing Date: Sunday 27th April, Midnight**

**College Visits: If you would like to book a visit, please email Andrea Hilton, PA to the Principal - [andrea.hilton@shc.ac.uk](mailto:andrea.hilton@shc.ac.uk)**

# **ADVERT**

## **Assistant Principal - Curriculum**

**To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

**Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

**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**

## **Assistant Principal - Curriculum**

<b>GRADE</b>	<b>: L10—L14 (INNER LONDON)</b>
<b>RESPONSIBLE TO</b>	<b>: DEPUTY PRINCIPAL</b>
<b>RESPONSIBLE FOR</b>	<b>: LEADERSHIP AND MANAGEMENT OF A CURRICULUM FACULTY AND ACROSS COLLEGE</b>
<b>TEACHING</b>	<b>: 3 HOURS PER WEEK</b>

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 post holder is expected to lead and have responsibility for the overall success of a curriculum faculty, to include consistently high quality teaching and assessment, highly engaging and ambitious student programmes and experiences, setting and maintaining high expectations and standards, and to demonstrate inspirational leadership to effectively manage a team of middle managers, to ensure that all of our students achieve or exceed the outcomes that they need to progress to better destination than anticipated. A track record of successful curriculum development, planning and implementation, outstanding teaching, management and raising attainment is a must.

The role will demand the capacity for exceptional leadership, translating college strategies into team and individual objectives and the ability to promote accountability, to meet or exceed the annual key performance indicators of the college by monitoring, reviewing, evaluating and intervening where appropriate within the faculty.

The successful post-holder will be an impressive role model, who demonstrates our college high core values, conducting themselves in a highly professional manner, engendering confidence and trust in their judgement, and problem-solving and decision-making ability.

Strong communication skills are essential for this role, as well as the ability to collaborate with other Assistant Principals and Heads of Departments to find solutions that support efficient ways of working and delivery approaches that support and challenge teachers and our students in a supportive manner to progress and excel.

Other roles and responsibilities for the successful candidate will be negotiated with the Deputy Principal on the basis of college requirements, experience, skills and professional development.

# JOB DESCRIPTION

## Assistant Principal - Curriculum

### Main Tasks and Responsibilities

- Lead on the design, intent, implementation and review of a coherent curriculum strategy across the faculty that supports the colleges strategic intent to be inclusive.
- Lead, motivate and develop a team of Heads of Department, including Programme Managers, to deliver the highest quality student experience that is consistent across the faculty.
- Work to a high standard in consistently implementing agreed policies, priorities and expectations, modelling good practice for other colleagues.
- Monitor progress and evaluate the quality of provision across the faculty, through regularly review of data, quality challenge action plans, student surveys, focusing on individual intervention needed to reduce underachievement, involving relevant staff in the process. Follow up on students and departments underachieving after each progress review.
- Leading and managing the Faculty Heads of Departments and their team to meet and exceed the college Key Performance Indicators, to include achievement, attendance, progression and work experience/placements.
- Oversee the Quality Assurance cycle of all areas within the faculty, to include monthly learning walks, evaluations of teaching and learning self-assessment and associated quality improvement plans.
- To be a member of and to make an effective contribution to the College Leadership Group (CLG) and the Quality Assurance (QA) team.
- Working with QA Team to quality assure head of department judgments on teaching and learning in their programme areas based on the implementation of a common and consistent set of whole college criteria used for lesson evaluation and performance management judgments.
- Overseeing the faculty timetabling, to ensure effective utilisation of all resources, high student engagement and parity of experience for students at all levels of studies and across the faculty.
- Support the college across areas to ensure that all students are fully prepared for their examinations, including maths and English in November and the summer term and that impacts on high attendance at exams and outcomes.
- Support the quality of education in the college as well as evaluating the impact of interventions.
- Contribute to regular evaluation of the impact of the use of resources in relation to providing the highest quality of education of the students and value for money.
- Attendance at relevant (awarding body) conferences and meetings and disseminating best practice to colleagues.
- The willingness to form networks and strategic partnerships outside of the college will be critical.

# JOB DESCRIPTION

## Assistant Principal - Curriculum

### Leadership and Management of Staff

- Foster a collaborative team culture, ensuring all faculty members feel valued and heard. Strengthen links between central services teams and heads of department to enhance learner support and maximise student high achievement.
- Set and uphold high expectations and a culture of ambition for both personal and team performance, while supportively challenging decisions and outcomes to drive continuous improvement.
- Hold Heads of Department accountable by providing clear expectations and strategies to ensure effectiveness and performance, completing quality tasks in a timely manner.
- Support Heads of Department in managing staff performance through effective implementation of the Performance Management (PM) cycle. Ensure objectives and targets drive sustained improvements in the student achievement, experiences, foster a sense of belonging and nurturing, and enhance staff development.
- Lead and guide heads of department in setting and achieving their annual PM objectives, promoting ambition, innovation, and continuous improvement. Facilitate reflective evaluations to establish actionable plans that enhance the quality of education.
- Support heads of department in overseeing UPS teachers' projects, ensuring they meet criteria and contribute to best practices that benefit the department and college.
- Oversee the induction process for new staff, ensuring they understand the college's inclusive ethos and experience a positive transition.
- Assist heads of department in the staff recruitment and selection process, ensuring high-quality appointments.
- Support the development and execution of departmental CPD plans, empowering Heads of Department to lead biweekly CPD sessions effectively.
- Conduct weekly 1:1 meeting with Heads of Department, providing coaching and strategic guidance on attrition, attendance, retention, achievement, and progression. Help them proactively address challenges by systematically aligning with the college quality calendar, protocols, and policies.
- Support the Faculty and the Employer Engagement Coordinator in securing relevant work experience (WEX) opportunities for students, ensuring all legal and administrative records are accurately maintained to the highest standards. Strengthen employer relationships to provide meaningful and impactful work experiences for students.

# **JOB DESCRIPTION**

## **Assistant Principal - Curriculum**

### **Additional Responsibilities attached to Leadership and Management**

- As part of the Quality Assurance Team, collaborate with the Deputy Principal to align the Curriculum CPD programme with the needs of individual teachers, departments, and the college-wide Teaching & Learning (T&L) development priorities. Conduct an annual review of the CPD strategy, ensuring alignment with key priorities, and communicate updates effectively. Additionally, produce and present regular reports on CPD intent, progress, and impact to the Board of Trustees.
- Lead the mentoring programme for new teachers as part of our development and succession planning, providing support to mentors and mentees while liaising with external training agencies. This includes overseeing tutoring for ECTs and support colleagues undertaking QTLS/QTS.
- Coordinate PGCE FE & Secondary placements by liaising with universities, supporting the Lead Mentor in monitoring trainee progress, resolving issues with the trainee, the mentor and university, and organising internal CPD sessions. Maintain accurate trainee and mentor records, ensuring timely communication with HR and Finance regarding mentor payments.

### **Leading Teaching, Learning, and Assessment**

- Create an inclusive and engaging learning environment that fosters curiosity, confidence, and ambition, particularly for students who have experienced barriers to success in their previous education. Ensure teaching approaches restore trust in education, re-engage students, and provide them with a sense of purpose.
- Lead, motivate, and develop a team of managers to deliver the highest quality teaching, learning, and assessment, ensuring consistency across all departments within the faculty.
- Implement strategies that build student resilience and self-belief, supporting staff to embed growth mindset approaches in their teaching to encourage students to aspire beyond their initial expectations.
- Ensure staff are equipped to stretch and challenge more able students, using engaging, culturally relevant, and real-world learning approaches to make progression to higher education and employment an attainable and desirable goal.
- Monitor and evaluate learning practices through half-termly data reviews, ensuring interventions are put in place to close gaps in learning and address underperformance.
- Coach and support Heads of Department in developing differentiated and personalised assessment strategies that support students in achieving higher grades and meeting their full potential.

# **JOB DESCRIPTION**

## **Assistant Principal - Curriculum**

### **Leading Teaching, Learning, and Assessment**

- Encourage student ownership of learning by supporting departments in developing feedback strategies that align with students' learning styles, ensuring feedback is accessible, actionable, and motivating.
- Champion the use of technology to enhance and extend learning, providing staff with training and resources to embed engaging, innovative digital practices both in and beyond the classroom.
- Embed a culture of accountability and continuous improvement by triangulating and quality-assuring evaluations made by Heads of Department, ensuring follow-through on agreed actions.
- Promote high standards of behaviour and attitudes for learning, focusing on fostering independent working, attendance, and punctuality. Ensure the Ready, Respectful, Safe ethos is understood and consistently applied by both staff and students.
- Ensure students receive high-quality Information, Advice, and Guidance (IAG), with effective initial assessment to place them on the right course and qualification level, supporting their aspirations and future success.
- Regularly report on the progress of target student groups to CSG, Trustees, and external stakeholders, ensuring transparency and accountability in improving student outcomes and progression pathways.
- Use student voice and engagement – Include strategies for gathering student feedback on teaching and learning, making them active participants in shaping their education.
- Trauma-Informed Teaching – Given their prior school experiences, ensuring staff are trained in trauma-informed approaches could be valuable.
- Nurture parental and community engagement – Establish strong partnerships with parents', carers' and local organisations to support students' aspirations and engagement.
- Advocate extracurricular and work-related experiences to encourage hands-on, and industry-relevant experiences that build confidence and transferable skills in our students.

### **Securing Accountability**

- Work alongside the Deputy Principal to secure improvement through performance management; take responsibility for the performance management of the Heads of Department within the faculty.
- Contribute to the reporting of the performance of the college to parents, carers, Trustees and other key partners as necessary.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.

# JOB DESCRIPTION

## Assistant Principal - Curriculum

### Finance and Resources

- Monitoring all expenditure and ensuring that spending is kept within the budget allocation. As a budget holder, compliance with the college's financial regulations and procedures is imperative.
- Managing effectively and efficiently relevant resources to ensure these are fully utilised.
- To participate in schemes to generate funds from external sources and manage these where appropriate.

This is in addition to the main-scale teaching responsibilities. This job description can be varied in consultation with the postholder to reflect changes in the job or the organisation.

### 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

## Assistant Principal - Curriculum

Requirement	Essential	Desirable	Selection Method
<b>Qualifications</b>			
QTS or QTLS Qualified Teacher Status	Y		AF
Educated to Degree level or equivalent	Y		AF
Master's Degree or NPQSL		Y	AF
Recent and relevant professional development to include, leadership, teaching and learning and assessment and coaching/mentoring	Y		AF
<b>Experience</b>			
Outstanding teaching practice that is consistent	Y		I
Proven experience of working with teams successfully to raise and sustain consistently high standards of teaching, learning and assessment	Y		AF
Experience of working with young adults in the 16-19 age range	Y		AF
Successful management experience as a Head of Department, Director or member of a senior management team, leading and managing curriculum across a range of levels and abilities	Y		AF
Experience of implementing a range of successful strategies to raise student achievement, with evidence of impact	Y		I
Experience of implementing a range of successful strategies to raise student's behaviours to learning, to include attendance, with evidence of impact	Y		AF/I
Experience of conducting lesson observations and giving verbal and written feedback that leads to further development of staff and improved practice	Y		I
Experience of developing and sustaining positive relationships with students, parents, carers, staff and Trustees	Y		I
Leading on, setting and monitoring high standards of teaching and learning, through effective CPD programmes and mentoring/coaching of teaching staff	Y		AF/I

# PERSON SPECIFICATION

## Assistant Principal - Curriculum

Requirement	Essential	Desirable	Selection Method
<b>Experience</b>			
Development and delivery of T level provision across any of the pathways	Y		AF
<b>Specialist Skills and Knowledge</b>			
Exceptional leadership skills - the ability to lead, manage and challenge people to work towards common goals	Y		AF/I
Understanding what constitutes high quality in post-16 educational provision and a thorough understanding of the key national and local issues affecting participation and achievement in post-16 education	Y		AF/I
Pedagogy expertise that supports high quality teaching and learning across all levels of programmes	Y		I
Able to develop teaching, learning and assessment strategies, curriculum innovation an approach that enable strong student engagement	Y		I
Ability to think strategically	Y		I
Ability to interpret data and use data to analyse performance and manage intervention	Y		I
Ability to encourage, motivate and lead staff and students	Y		AF
Understanding of assessment for learning and how to ensure all teachers use strategies effectively	Y		I
Effective use of technology and digital skills to promote learning	Y		I

# PERSON SPECIFICATION

## Assistant Principal - Curriculum

Requirement	Essential	Desirable	Selection Method
<b>Personal Skills and Qualities</b>			
Positive approach to change and continuous improvement, showing ability to flexible and responsive	Y		I
Highly effective communication skills – the ability to make points clearly to a variety of audiences and in a variety of settings and understand the views of others	Y		I
Highly skilled at working collaboratively and the ability to support all staff to work in collaboration	Y		AF
Ability to delegate effectively and monitor/ supervise the work of managers and staff, both teaching and support	Y		AF
Demonstrable active listening skills with the ability to coach and support teams	Y		I
Decision-making skills – the ability to investigate, solve problems and make decisions	Y		I
Ability to prioritise and manage own time effectively and work under pressure and to deadlines	Y		I
Ability to both set and achieve challenging professional goals	Y		AF
Commitment to the highest possible standards of achievement for students and staff	Y		I
A passion to deliver equal opportunities in all aspects of the role	Y		AF/I

### KEY:

**AF = APPLICATION FORM**

**I = INTERVIEW**

# INTERVIEW AND ONBOARDING

## Assistant Principal - Curriculum

### **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](mailto:hrteam@shc.ac.uk) Referees will be contacted at the point of offering an interview.

## Onboarding

### **Appointment**

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

- Proof of ID: 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

## Assistant Principal - Curriculum

To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

**Completed applications to be sent to:** [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

<b>Closing date for applications:</b>	27th April at Midnight
<b>Shortlisting:</b>	28 <sup>th</sup> April 2025
<b>Interviews to commence:</b>	9 <sup>th</sup> May (whole day)
<b>Start date:</b>	20 <sup>th</sup> August 2025

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

<b>Telephone:</b>	<b>020 83199725</b>
<b>Email:</b>	<b><a href="mailto:hrteam@shc.ac.uk">hrteam@shc.ac.uk</a></b>
<b>Website:</b>	<b><a href="http://www.shc.ac.uk">www.shc.ac.uk</a></b>



**SHOOTERS HILL**  
**SIXTH FORM COLLEGE**

*Transforming Lives*