





SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

PERSONAL DEVELOPMENT TUTOR











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)

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/college-information/ofsted
- **College Vision and Strategic Intents Booklet**
  https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
  https://www.shc.ac.uk/course-guides
- **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.



disability confident EMPLOYER

ADVERT

Personal Development Tutor

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

We are looking to appoint an enthusiastic and inspiring individual to deliver Participation and Development sessions built to empower our young people.

Salary : Scale 6, starting at £30,963 (actual salary)

Hours : Full Time, 35 hrs PW. Term Time Only (39 weeks)

The successful candidate will be an inspiring and student focused individual with excellent subject knowledge in PSHE related topics and/or youth work and advocacy, with a keen interest in student voice and enrichment. They must be able to work as a team and deliver a high quality and dynamic programme to engage learners of all academic levels who may face various barriers to learning.

Excellent organisation and communications skills whilst working with students, college staff, parents and carer's is essential, and you must have commitment and dedication to team-working, with a desire to transform the lives of our young people. This is an excellent opportunity for a motivational and inspiring individual to join our successful team as a Personal Development Tutor and play a pivotal role in helping our students realise their academic and personal potential. You will support students to achieve their personal development goals through the delivery of the programme. By developing personal growth, students are able to successfully progress onto further or higher education, apprenticeships and work.

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 People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@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) 2025.

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
Personal Development Tutor

GRADE : **SCALE 6**
RESPONSIBLE TO : **HEAD OF PARTICIPATION & DEVELOPMENT**
RESPONSIBLE FOR : **ENGAGEMENT AND PARTICIPATION OF STUDENTS**

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 purpose of this role is to inspire, support and coach learners to successfully achieve their programme of study and progress onto positive destinations. Identifying and working with young people to overcome barriers to learning and participation, whilst fostering ambition and providing opportunities for growth.

The role will consist of reviewing progress of learners, monitoring their attendance and the delivery of a pastoral tutorial framework designed to enrich the personal, social and employability skills of learners.

This programme will be delivered by a creative mixture of 1:1 sessions, guest speakers, debates, group activities, interventions, events, student conferences and trips & visits. These will be delivered on a weekly cycle, so students are always experiencing something new.

Students will be empowered to lead sessions and bring their own experiences to their tutorial sessions. Personal Development Tutors are trained in safeguarding and Mental Health First Aid so they can be the first point of support for their tutees.

JOB DESCRIPTION
Personal Development Tutor

Key Responsibilities

Delivery of a dynamic and innovative participation and development programme in line with the participation and development strategy and Ofsted framework, including the key themes:

1. The individual Student Journey
2. Safeguarding, mental and personal health
3. Fundamental British values, social equality and cultural diversity in modern Britain
4. Employability, IAG & social mobility
5. Enrichment & Student Clubs
6. Community engagement and social action
7. Student voice and leadership

- Providing high quality, challenging and differentiated educational activities and experiences through group and 1:1 sessions.
- Student onboarding and induction to the college.
- Fostering Participation via student voice, engagement and enrichment opportunities.
- Setting and reinforcing college expectations and values.
- Monitoring student engagement with their study programme (inc English & maths) via attendance and achievement.
- Intervention creation and delivery for all students with barriers to learning.
- Communicating cross-college to ensure all students have what they need to be successful.
- Curating and utilising the college online PD resource platform to support tutor and student led sessions.
- Support of progression, destinations and Alumni projects.
- Providing students with access to a suitable range of opportunities beyond their taught courses that help them to build confidence, resilience and personal skills.
- Taking proactive steps to support students to engage fully in their studies and wider development.
- Setting and embedding expectations for attendance, behaviour and personal responsibility across all provision types.
- Undertaking CPD in line with colleges CPD strategy.

JOB DESCRIPTION
Personal Development Tutor

Main Duties & Responsibilities

- Utilise the online PD skills platform to create and deliver accessible programmes for students.
- Ensure our students thrive and progress by helping them to become motivated, informed, independent learners. Paying special attention to students spiritual, moral, social and cultural needs (SMSC). Providing extra support and interventions as needed. Especially with those students with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being, such as young carers.
- Provide high quality, challenging and differentiated educational activities and experiences through the facilitation of a broad and balanced participation and development programme, which enables all students to achieve their full potential in all areas of learning.
- Ensure effective communication and liaison with departmental teams to support students in their personal journey.
- Support the safeguarding and metal health of all students within the college through the delivery of safeguarding, mental health and wellbeing within facilitated sessions.
- Develop a culture of equality and inclusion within participation and development, including the celebration of diversity within the college community.
- Implementing the college's core values and high expectations for learning.
- Contribute to the implementation of the attendance and behaviour policies, utilising sessions, interventions, rewards and consequences to improve attitudes to education and remove barriers to learning.
- Work with the wider college to provide triage, support and understanding for students with any support barriers to learning.
- Establish a strong student voice and facilitate the growth of the student council.
- Train in a basic level of safeguarding, mental health, wellbeing and behaviour management.
- Plan and facilitate trips, visits, workshops and guest speakers.
- Empower students to take control of their own educational journey, providing opportunities for student lead sessions, projects, events and activities.
- To keep up to date international, national and local developments which will have an impact on the personal development of 16-19 learners and co-ordinate the resources and topics to cover topics that are unforeseen and current.

JOB DESCRIPTION
Personal Development Tutor

Main Duties & Responsibilities

- To keep up to date international, national and local developments which will have an impact on the personal development of 16-19 learners and co-ordinate the resources and topics to cover topics that are unforeseen and current.
- To be responsible for the monitoring of student attendance and participation.
- Represent all relevant internal and external college events, such as; parents' evenings, induction, interviews and open evenings.
- Provide triage into SHC employability, careers, support, advice, work experience staff.

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.

In common with all staff

- Take part in college development projects.
- Attend and contribute to team meetings and briefings.
- Collaborate with, consult & feedback to colleagues and students by sharing and distributing information.
- Other duties as reasonably required by the College Strategy Group.
- 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.

JOB DESCRIPTION
Personal Development Tutor

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) 2025.

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
Personal Development Tutor

Requirement	Essential	Desirable	Selection Method
Qualifications			
Educated to Level 3 or with significant relevant experience	**Y**		**AF**
A grade C/4 or higher in English and maths GCSE (or equivalent)	**Y**		**AF**
A relevant tutor or youth work qualification or with significant relevant experience	**Y**		**AF**
Experience			
Experience of supporting student learning through face to face delivery of a sequenced programme	**Y**		**AF/I**
Experience of pastoral care within a post 16 setting or youth work	**Y**		**AF/I**
Experience of managing and engaging groups of young people to learn	**Y**		**AF/I**
Experience of effectively managing own workload, prioritising tasks and dealing with a wide range of demands from different groups of people	**Y**		**AF/I**
Specialist Knowledge			
Knowledge of academic and personal skills development	**Y**		**AF/I**
Knowledge of pastoral and mental health issues affecting young people	**Y**		**AF/I**
Commitment to high quality post-16 education and training	**Y**		**AF/I**
Commitment to Equality and Diversity	**Y**		**AF/I**
Skills & Abilities			
Ability to support and supervise young people effectively	**Y**		**AF/I**
Good communication & negotiation skills		**Y**	**AF/I**
Ability to work as a member of a team	**Y**		**AF**
Ability to use a range of IT systems, for example MIS and all Microsoft Office applications	**Y**		**AF/I**
Written and oral communication to a high standard	**Y**		**AF/I**
Numeracy to an appropriate standard	**Y**		**AF**
Ability to remain calm under pressure and influence behaviour of students positively	**Y**		**AF/I**

KEY: AF = APPLICATION FORM I = INTERVIEW

INTERVIEW AND ONBOARDING

Personal Development Tutor

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. This role will require you to submit a short recording before final shortlisting is confirmed.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage unless you have been invited to a 2nd stage shortlisting process.

The interview process for support roles will consist of a college tour, pre-interview assessment task/s, and a formal interview. Teaching roles will include delivery of lesson/s and other activities. You should expect to be at the college for the whole day.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our People Services Team via email: peopleservices@shc.ac.uk
Referees will be contacted at the point of offering an interview.

Onboarding

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 People Services. 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
Personal Development Tutor

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 People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk

Closing date for applications:	**8th July at 12:00 midday**
Shortlisting:	**10th July**
Interviews to commence:	**Soon after shortlisting**
Start date:	**New academic year 2026**

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

Telephone:	**020 83199700**
Email:	**peopleservices@shc.ac.uk**
Website:	**www.shc.ac.uk**

SHOOTERS HILL SIXTH FORM COLLEGE

Transforming Lives