



**SHOOTERS HILL
SIXTH FORM
COLLEGE**
RECRUITMENT PACK

**INTERNSHIP
FACILITATOR**

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 \(www.gov.uk\)](http://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/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

Internship Facilitator

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.

Are you passionate about empowering young minds and creating pathways to success? We are seeking a dynamic and dedicated individual to join our team as an Internship Facilitator to join our team.

Salary: Unqualified Teacher Scale UNQ 2–3 Starting at £29,745

Contract: Full Time, Term Time Only at 39 weeks –Permanent

As an Internship Facilitator, you will play a pivotal role in guiding and mentoring a group of talented individuals within a host business setting. Your excellent communication skills, leadership qualities, and innovative mindset will drive the success of our program. As the post holder, you will develop and implement a comprehensive curriculum that integrates literacy and numeracy skills seamlessly into the internship experience; Provide hands-on support and tutoring to empower interns to excel in their roles; Collaborate with host businesses to create a supportive and inclusive learning environment and act as a liaison between interns, businesses, and various agencies to ensure a holistic and well-rounded learning experience.

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

Internship Facilitator

GRADE : Unqualified Teacher Scale UQT 2–3

RESPONSIBLE TO : Head of Department Inclusive Learning

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

- To lead and manage the delivery of a transition to work programme for young adults with a learning disability.
- To identify a student's strengths, interests, and abilities related to skill acquisition, job development and employment.
- To deliver an employability curriculum whilst embedding Maths and English and use job coaching techniques to support young people's development towards employability.
- To seek appropriate employment consistent with the student's interests and skills and to work with local business and industry to meet their employment needs.
- To determine and refer young people on the programme to appropriate support services for training and successful employment.

Principal Accountability

- Develop skills and provide internship sites for students resulting in competitive employment.
- Investigate and identify internship sites within the host business so that students can participate in a variety of work experiences to build marketable, competitive skills and leading to employment.
- Develop opportunities that will increase job specific skills, work quality and productivity.
- Plan with students, families, and support services to determine career interests, specific job preferences (hours, location, etc.), skills and abilities to develop an individualised approach to employment.

JOB DESCRIPTION

Internship Facilitator

Principal Accountability

- Perform specific workplace analysis, job analysis, task analysis, and job matching activities.
- Provide a generic design for reasonable adjustments needed in the workplace, to be implemented across the whole host business. (eg signs on filing cabinets, pictorial instruction manuals).
- Identify and create solutions for behavioural habits that may interfere with gaining and maintaining employment.
- Teach employability skills such as communication, problem solving, teamwork, grooming, budgeting and self-advocacy.
- Monitor and record daily attendance at work sites; teach students to inform departments independently of their absence or lateness.
- Maintain student learning plans, setting appropriate long-term goals and short-term targets with students based on participation, skill development, attitude, etc. Review ILPs regularly and record progress.
- Assess students on a daily/weekly basis and layer on additional skills.
- Coordinate internal rotation opportunities within the host business and resulting reasonable adjustments, and necessary job support for students.
- Lead and manage job trainer/coach activities.
- Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently.
- Develop Personal Profiles with each student to include evidencing of skills attained, letter of recommendations from internship sites, etc.
- Develop links with other agencies to ensure effective transition from college to work or from current placement to successful community employment.
- Develop job development training plan with consumers and appropriate support personnel.
- Refer students to appropriate agencies for further support related to successful employment.
- Coordinate, manage and supervise college high needs job coaches.
- Run steering group meetings with invested organisations, local authorities, and host businesses.

JOB DESCRIPTION

Internship Facilitator

Communicate with All Appropriate Parties

- Attend appropriate DFN Project SEARCH team meetings and departmental meetings.
- Plan and implement twice termly employment planning meetings for each student participant with appropriate parties including adult services representatives and parent/career/keyworker.
- Communicate about internship rotations with other DFN Project SEARCH team members.
- Schedule, plan and implement monthly written communication with parents and other parties.
- Schedule, plan and implement Open Houses to publicise the program and recruit potential students, in liaison with other college staff.
- Coordinate with job coaches, student internship sites and competitive employment.
- Communicate regularly with business liaison, job coach and job developer for student progress and issues and coordinate the operational meetings on site to discuss issues.

Professional Development

- Participate in CPD relevant to your current role, as identified through the PPR process, in order to update your knowledge of your subject both practical and theory.
- Reflect critically on own teaching practice, materials and strategies used and how your own performance can be improved.
- Discuss annually at your PPR how your performance can be improved and where appropriate agree what actions can be taken for further improvement.

Administration

- Ensure that learners are inducted and enrolled and their progress is properly recorded.
- Details of attendance, punctuality and absence are accurately recorded in college registers.
- Student information is correctly established including learning aims, achievement and changes to learner information including learner withdraw, transfer and programme completion.
- Collect data on student outcomes including jobs gained, wages, hours worked per weeks, benefits taken, etc, in line with college systems and DFN Project SEARCH requirements.
- Organise the agenda with the Business Liaison Lead for the steering group meetings and produce minutes/action notes for the meeting.

JOB DESCRIPTION

Internship Facilitator

Other

- Apply and understand the policies and working practices, aims and objectives, and the mission statement of the college and assist department managers in creating and constructing new practices and policies.
- Responsible for maintaining the definitive course file for DFN Project SEARCH.
- Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility.

Special Conditions

Your principle place of work will be the DFN Project SEARCH host employer's premises. However, you may be required to work on either a temporary or an indefinite basis at any premises within reasonable daily travelling which the college currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Duties will not normally include internal verification, staff appraisal, and programme team leadership where there is significant curriculum development or staff coordination; classroom observation; cross-college or cross-faculty responsibilities or responsibility for staff or resource management.

JOB DESCRIPTION

Internship Facilitator

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

Internship Facilitator

Requirement	Essential	Desirable	Selection Method
Qualifications			
A good standard of education including at least GCSE level A- C (or equivalent) in Maths and English	Y		AF/C
A relevant qualification at level 3 or above	Y		AF/C
Experience			
Experience working directly on enterprise projects	Y		AF/I
Experience supervising people with learning difficulties		Y	AF
Experience working in a college or similar environment	Y		AF/I
Experience working in a special school		Y	AF
Experience working with children or adults with disabilities/SLD/ASD/PMLD	Y		AF/I
Experience working with people who display challenging behaviour		Y	AF/I
Specialist Knowledge, Skills and Abilities			
Able to carry out a thorough risk assessment of a work environment and produce a written risk assessment	Y		AF/C/I
Understands the needs of students with learning difficulties		Y	I
Understands the needs of autistic students		Y	I
Training or skills in using Makaton, PECs, and TEACCH and able to use these in a workplace		Y	T
Clear communicator	Y		AF/I
Competent using ICT/Windows packages eg Outlook, Word, and Excel	Y		AF/I
Willing to undertake training and other CPD activities to further develop the specialist skills needed for the role	Y		AF/I
Ability to run, lead small group work		Y	AF/I
Aware of the requirements of accreditation at entry level qualifications		Y	I

PERSON SPECIFICATION

Internship Facilitator

Requirement	Essential	Desirable	Selection Method
Specialist Knowledge, Skills and Abilities			
Full clean driving licence. Willing to learn to drive the college minibus and/or use own vehicle to take students to work	Y		AF/I
Understanding of and commitment to the promotion of equality, diversity and inclusion, safeguarding and the health and wellbeing of young people and vulnerable adults	Y		AF/I
Qualities			
Willingness to put our students needs at the centre of all they do at work	Y		AF/I
Committed to the principle of encouraging young people to progress and work towards independence	Y		AF/I
Positive attitude to daily challenges	Y		AF/I
Discretion in everyday working life and in dealing with confidential student information	Y		AF/I
Team player with the ability to contribute own ideas and to compromise when appropriate	Y		AF/I
Able to work under own initiative when the situation demands this	Y		AF/I
Resilient. Able to meet demands of a challenging high-pressured environment and deal with emergencies when required	Y		AF/I
Flexible, approach to work and able to manage last minute changes when required	Y		AF/I

Key: A=Application Form I=Interview T=Test C=Certificate

INTERVIEW AND ONBOARDING

Internship Facilitator

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

Internship Facilitator

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:	23rd June at 10am
Shortlisting:	24th June
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