

SHOOTERS HILL SIXTH FORM COLLEGE WELLBEING ADVISOR APPLICANT INFORMATION PACK



**SHOOTERS HILL
SIXTH FORM COLLEGE**

Transforming Lives

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life.”

OFSTED 2024



SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

Coffee Corner
Greenwich School Sports Partnership
Fully Equipped Fitness Suite
Swimming Pool
Art Gallery
City View Restaurant

Additional Reading

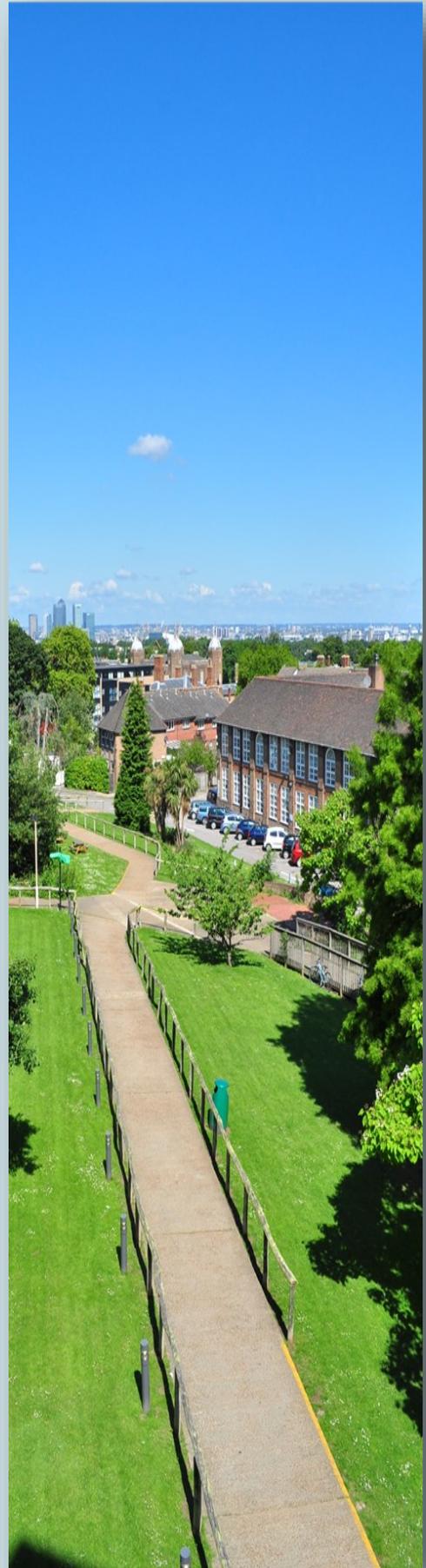
Further context of our college and our vision can be found within these booklets.

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

College Vision and Strategic Intent Booklet
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



EQUALITY, DIVERSITY, EQUITY AND INCLUSION STATEMENT

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

Wellbeing Advisor

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

Salary: SO1 starting at £32,312 (actual pro-rata salary for 39 weeks)

Hours: Full Time, Term Time Only at 39 weeks

We are looking for a compassionate and dedicated Wellbeing Advisor to join our team. In this vital role, you will support individuals by providing guidance, resources, and strategies to promote mental, emotional, and physical well-being.

You will empower students to identify their needs, set personal goals, and overcome challenges, helping them thrive both personally and professionally.

The ideal candidate will have strong communication skills, a deep understanding of holistic wellness practices, and a passion for making a positive impact in lives of our sixth formers.

If you are committed to fostering a supportive and healthy environment, we would 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

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.



JOB DESCRIPTION

Wellbeing Advisor

GRADE : SO1

RESPONSIBLE TO : Head of Welfare and Wellbeing

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 will take responsibility for delivering wellbeing services and support, throughout the college and will be expected to advise college management on policies and strategic issues relating to student wellbeing that may impact on student retention and achievement.
- To support the wellbeing of students to succeed in achieving their learning goals and qualifications through strategies which promote positive behaviours for independent learning such as helping them to manage their time, study for exams or access resources.
- Provide generic information and advice to students on matters concerning wellbeing and the importance of seeking help if needed.
- It is expected that the post-holder will work with other members of the student services teams, counsellors and teaching staff to advertise the service and ensure that information is reaching all students/Staff across the organisation

Core Values

- Working collaboratively to ensure a positive, safe and rewarding experience for all our community.
- Valuing fairness for all and promoting personal growth.
- Leading by example with compassion, empathy and understanding.
- Conducting ourselves with honesty, integrity, and respect.

Main Tasks and Responsibilities

In common with all other staff

- To support the college's mission, vision & 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 & practices.

MAIN TASKS

Wellbeing Advisor

Main Tasks and Responsibilities

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 at 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 Student Support staff

- As part of the Student Support Team, take part in college development projects, this involves working with colleagues on project implementation teams and liaison with other college and external service teams.
- Attend and contribute to team meetings and briefings, and support and supervision sessions.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Principal and other senior leaders.
- Participate in the annual cycle of CPD and contribute to the processes for self-review and evaluation, Service Area Operating Plans and College Institutional Development Plans.
- Supervise agency staff, trainees & students on work experience.

Main tasks specific to the role

- To provide wellbeing services to assist students with the management of issues affecting their learning.
- To liaise and communicate with external partners and coordinate meetings.
- To actively organise and promote wellbeing and any other related activities celebrating wellbeing within the college.
- To organise external workshops to raise the profile of the wellbeing services within the college.
- Record and monitor student progress and support on relevant college systems.
- Work closely with the counsellors/student services staff to support learners with needs.
- Provide individual and group sessions for students with emotional, social, academic or personal development to promote healthy lifestyles and resilience. To identify and assess learners support needs, create teaching and learning adjustment forms and support plans.
- Provide awareness sessions to staff and learners across the college.
- To manage a small caseload of referrals for students who require wellbeing support in the form of mentoring, and/or low-level mental health intervention e.g. anxiety coping skills, sleep hygiene, addiction.
- To run a drop-in support and signposting service.

MAIN TASKS

Wellbeing Advisor

Main Tasks and Responsibilities

Main tasks specific to the role

- To update wellbeing content for the college internal and external spaces.
- To signpost services to parents/carers.
- Where appropriate, provide group support to assist students with emotional, social, academic or personal needs.
- Research and record user perception of the service.
- Liaise with teaching staff to provide an effective induction programme which ensures that all students are aware of the wellbeing service and how to access it.
- Liaise and encourage a two-way referral system with other cross college departments.
- Create links with external local professionals, e.g. psychiatrists, social workers, MH organisations and GPs.
- Refer students, as appropriate, to internal services and external agencies both local and national and advise the team on appropriate referrals.
- Support tutors offering pastoral care and assist with the management of student problems, including offering mediation where appropriate.
- Provide advice and assess the support needs of students and prospective students experiencing wellbeing difficulties.
- Contribute to the development and maintenance of effective working relationships and partnerships with external agencies including links with CAMH'S, community mental health teams and other psychiatric services.
- Contribute to the development and delivery of training to colleagues on matters relating to student's wellbeing.
- Co-ordinate the provision for students with emerging, acute and enduring conditions, helping them to manage their wellbeing alongside their studies including developing and facilitating appropriate support plans and signposting to other services where appropriate.

Wider Responsibilities

- To ensure that all activities are carried out to meet service standards.
- To attend and contribute to internal and external meetings including relevant team and training events and partnership meetings, representing the college where required.
- To work flexibly within the student services hubs, cover working patterns within agreed opening and closing times (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other hubs if necessary.

MAIN TASKS

Wellbeing Advisor

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining their professional development.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager, which may include working occasional evening and weekends.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



PERSON SPECIFICATION

Wellbeing Advisor

Requirement	Essential	Desirable	Selection Method
Qualifications			
Relevant Level 3 or higher professional qualifications	✓		AF / C
Qualifications in English and maths equivalent to a minimum of GCSE Grade	✓		AF / C
Mental Health First Aid trainer accreditation (or willingness to complete training)	✓		AF / C
Experience in successfully delivering Support Services to students and or young people	✓		AF / I
De-escalation Training (or willingness to complete the training)	✓		AF / C
Knowledge			
Experience of successful work within an appropriate context with people with wellbeing difficulties and needs	✓		AF / I
Familiarity with current developments in wellbeing and support	✓		AF / I
An understanding and commitment to the college policy on equality, diversity and inclusion, and a willingness to promote this in all aspects of work	✓		AF / I / T
Experience of multi-agency support work		✓	AF / I
Skills and Attributes			
The ability to relate to, communicate effectively with, students, both school leavers and adults, and to monitor their progress.	✓		AF / I
An ability to maintain good working relationships with colleagues, to work as part of a team and provide team leadership	✓		AF / I
High level of organisation and administrative skills and a readiness to carry out admin and student support/tracking duties consistently and to a high standard	✓		AF / I / T
Ability to offer practical wellbeing advice/support to students in Education	✓		AF
Ability to deal with difficult issues in a sensitive and confident way	✓		AF / I / T
Ability to organise own workload and demonstrate autonomy, initiative and creativity	✓		AF
The ability to maintain accurate records and produce relevant documentation as required	✓		AF / I

Key: AF = Application Form

I = Interview

C = Certs

T = Task

INTERVIEW PROCESS

Wellbeing Advisor

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a college tour, pre-interview task and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrtteam@shc.ac.uk

Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

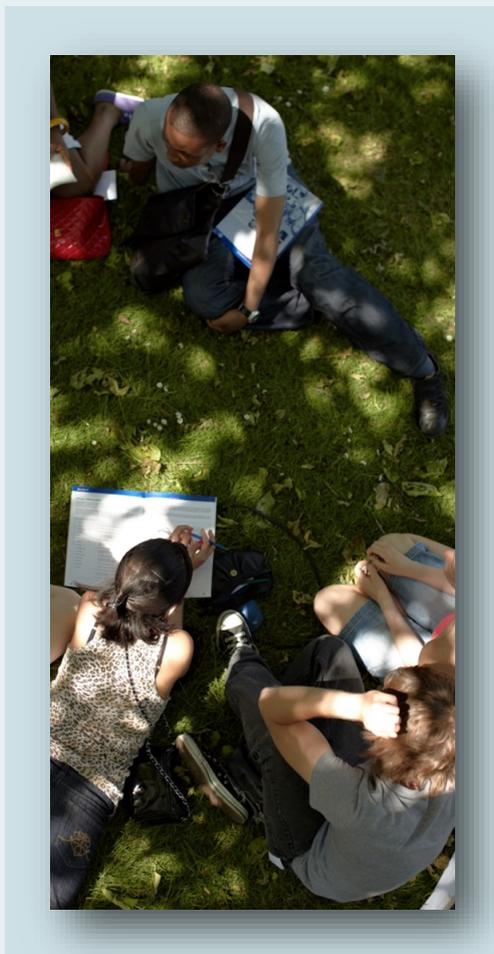
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
Originals must be provided, not photocopies
- **References**
Satisfactory references received prior to interview
- **Qualifications**
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



TIMELINE

Wellbeing Advisor

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 January at 10am
Shortlisting:	24th January 2025
Interviews to commence:	Soon after shortlisting
Start date:	ASAP

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