



**SHOOTERS HILL
SIXTH FORM
COLLEGE**

RECRUITMENT PACK

**SENIOR SUPPORT
COORDINATOR**

WELCOME

From the Principal

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

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

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

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

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

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

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

Geoff Osborne
Principal



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

OFSTED 2024



SHC

A great place to work

SHC Community

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

Progression

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

Staff Wellbeing

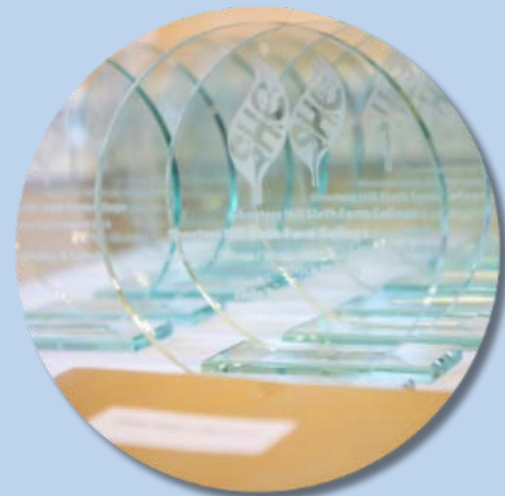
The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that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

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](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

Senior Support Coordinator

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

Salary: PO3 (Starting at £38,643 actual pro-rata salary at 39 weeks)

Contact: Permanent Full Time, Term Time only at 39 weeks

We are seeking to appoint a Senior Support Co-ordinator to provide strategic and operational leadership for the team responsible for classroom based educational support across the college, ensuring high-quality, impactful provision that aligns with national standards and college priorities. The successful applicant will lead on performance management, continuing professional development (CPD), and the effective deployment of resource in line with provision maps developed by the Head of Learning Support.

This role includes managing Support Coordinators, supporting inclusive practices, and ensuring classroom based educational support contributions directly enhance teaching, learning, and learner outcomes. You will need to be highly organised and have excellent communication skills with all stakeholders. Working to deadlines and remaining calm and composed under pressure are also a must in this role.

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

Senior Support Coordinator

GRADE : PRINCIPAL OFFICER 3 (PO3)

RESPONSIBLE TO : ASSISTANT PRINCIPAL RESPONSIBLE FOR INCLUSION

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 Senior Co-ordinator will provide strategic and operational leadership for the team responsible for classroom based educational support across the college, ensuring high-quality, impactful provision that aligns with national standards and college priorities. They will lead on performance management, continuing professional development (CPD), and the effective deployment of resource in line with provision maps developed by the Head of Learning Support.

The role includes managing Support Coordinators, supporting inclusive practices, and ensuring classroom based educational support contributions directly enhance teaching, learning, and learner outcomes.

Working collaboratively with senior leaders, heads of departments, and HR, the role involves overseeing recruitment, induction, training, and quality assurance of support. The post holder will also advise on safeguarding, health and safety matters, contribute to strategic planning documents such as the SAR and QIP, and provide accurate reports to the College Strategy Group and Board of Trustees.

Main Tasks and Responsibilities

- Lead and develop the college's classroom-based educational support provision, including Learning Support Assistants (LSAs) and Communication Learning Support Assistants (CLSAs), embedding best practice aligned with national standards and ensuring consistent quality across the service.
- Oversee the effective deployment of LSAs/CLSAs across the college in line with provision maps determined by the Head of Learning Support.
- Lead the performance management of the LSA/CLSA team, ensuring all team members meet their performance objectives.
- Develop and implement a comprehensive CPD and training strategy for LSAs/CLSAs, incorporating bespoke and team-wide training linked to performance targets and college priorities, and evaluate its impact.

JOB DESCRIPTION

Senior Support Coordinator

Main Tasks and Responsibilities

- Manage and support the Support Coordinators in achieving service delivery goals.
- Foster a positive and inclusive team culture that encourages high standards and a commitment to supporting learners with SEND.
- Demonstrate enthusiasm, professionalism, and high expectations to set a strong example for the support team.
- Support the Assistant Principal (Inclusion) and the College Strategy Group (CSG) in shaping and resourcing the strategic aims related to learning support.
- Provide advice on matters of health and safety, safeguarding, and child protection as they pertain to the Learning Support Team.
- Prepare reports for Board of Trustees and the CSG on support provision, performance, and outcomes.
- Contribute to the college's Quality Improvement Plan (QIP) and Self-Assessment Review (SAR), specifically in relation to classroom-based support, and monitor the implementation of strategic objectives.
- Deliver a high-quality support service that enhances teaching and learning and positively impacts learner outcomes across the college.
- Collaborate with Heads of Departments (HoDs) to ensure effective and responsive deployment of support staff across curriculum areas.
- Coordinate with HR to recruit and induct agency staff when required, ensuring full compliance with college procedures and training expectations.
- Lead on the observation and evaluation process for support staff to ensure high-quality support practices.
- Organise and lead regular support staff meetings focused on professional development, legislative updates, and sharing of best practices.
- Hold line and task management responsibility for Coordinators and some LSAs, including performance management, support, supervision, and appraisal.
- Oversee the deployment and timetabling of support via Entry Level and Learning Support Coordinators.
- Lead on systems to ensure accurate record-keeping and contribution to student progress reviews by the support team.
- Manage the daily allocation of support cover for planned events, annual reviews, and unplanned staff absence, ensuring continuity of support and safeguarding of learners.
- Ensure support provision is logged accurately using college information systems to maintain accountability, including reporting for funding purposes.

JOB DESCRIPTION

Senior Support Coordinator

Main Tasks and Responsibilities

- Implement robust quality assurance processes to ensure that all support provided to learners meets the highest standards.
- Lead a quality review cycle for support provision, including self-assessment and continuous improvement planning, with clear evaluation of impact.
- Contribute to the Inclusive Learning Leadership Team to share and embed best practices that drive student progress.
- Actively participate in the college's Wider Leadership Team and whole staff initiatives to enhance learning and learner outcomes.
- Liaise with external agencies as required to enhance and develop the college's classroom-based support offer.
- Lead by example by providing a nominal level of classroom-based educational support.
- Attend open events, parents' evenings, and interview evenings as allocated.
- Undertake other duties as directed by the Assistant Principal responsible for Inclusion.

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 outside the college and outside of regular daytime hours.

In common with all Inclusive Learning staff

- As part of the Inclusive Learning 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 & contribute to team meetings and briefings.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.

JOB DESCRIPTION

Senior Support Coordinator

In common with all Inclusive Learning staff

- Other duties as reasonably required by the CSG.
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.
- Supervise agency staff, trainees and students on work experience.

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

Senior Support Coordinator

Requirement	Essential	Desirable	Selection Method
Qualifications			
Relevant Level 4 qualification or above (e.g., Education, SEND, Health and Social Care)	Y		AF/C
Safeguarding qualification (or willingness to achieve within first term)		Y	AF/C
Management or Leadership qualification		Y	AF/C
Training qualification (e.g., Level 3 Award in Education and Training)		Y	AF/C
Experience			
Experience managing or coordinating a team within an educational setting	Y		AF/I
Experience of leading CPD and delivering training to staff	Y		AF/I
Significant experience of working with learners with SEND	Y		AF/I
Experience of coordinating timetables and staffing allocations	Y		AF/I
Experience of liaising with external agencies		Y	AF/I
Knowledge & Understanding			
Good understanding of SEND Code of Practice and current legislation	Y		AF/I
Understanding of quality assurance processes and self-assessment	Y		AF/I
Knowledge of safeguarding responsibilities in educational settings	Y		I
Understanding of inclusive practices and embedding EDI (Equality, Diversity, Inclusion)	Y		AF/I
Skills & Attributes			
Ability to lead and motivate a team effectively	Y		AF/I
Excellent communication and interpersonal skills	Y		AF/I

PERSON SPECIFICATION

Senior Support Coordinator

Requirement	Essential	Desirable	Selection Method
Skills & Attributes			
Strong organisational and time management skills	Y		AF/I
Ability to develop and monitor CPD plans and evaluate impact	Y		AF/I
Good written skills, ability to produce clear, accurate, and professional reports Ability to respond flexibly to a dynamic and changing environment	Y		AF
Positive, solution-focused attitude	Y		AF/I
High levels of professionalism, enthusiasm, and resilience	Y		I
Commitment to promoting the college's values around inclusion, safeguarding, and EDEI	Y		I
Willingness to engage in wider college activities (e.g., open events)	Y		I

KEY:

AF = Application Form

I = Interview

C = Certificate

INTERVIEW AND ONBOARDING

Senior Support Coordinator

Selection process

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

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process will consist of a college tour, pre-interview assessment task/s (teaching will include a microteach) and a formal interview.

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

Onboarding

Appointment

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

- Proof of ID: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- Medical check
- Successful probationary period

Newly Appointed Staff

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

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college.

Ensuring a smooth start through the initial few weeks and months in their new ro

TIMELINE

Senior Support Coordinator

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

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

Closing date for applications: 15th May at 10am
Shortlisting: 16th May
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