



SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

**WORK BASED LEARNING
COORDINATOR
& ASSESSOR**

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 \(www.gov.uk\)](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 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

Work Based Learning Coordinator & Assessor

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: Scale 6 starting from £15k actual salary at 0.5 fraction)

Contract: Permanent, part time 0.5 fraction, term time only at 39 weeks

We are seeking an enthusiastic and experienced Work-Based Learning (WBL) Coordinator and Assessor to support the delivery and quality assurance of vocational qualifications. The successful applicant will have some background in work-based education, with excellent organisational skills and the ability to build positive relationships with learners, employers, and colleagues. Key to the role is the ability to assess learners' progress, provide constructive feedback, and ensure all documentation meets awarding body standards.

A sound understanding of current WBL, assessment methods, and safeguarding practices is essential, along with a relevant assessor qualification. The ideal candidate will be proactive, detail-oriented, and committed to supporting learner achievement and progression.

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

Work Based Learning Coordinator & Assessor

GRADE:	SCALE 6
RESPONSIBLE TO:	HEAD OF DEPARTMENT
DEPARTMENT:	CARE AND EARLY YEARS
RESPONSIBLE FOR:	ASSESSMENT OF STUDENTS (CLASSROOM AND WORKPLACE)

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

Job Purpose

The post holder is responsible for:

- The training and assessment of work based learning (WBL) learners including Licence to Practice students to determine their occupational competencies within the workplace.
- Ensuring the effective organisation of the Care and Early Years work experience programme.
- Maintaining work experience processes as directed by the employability team and in line with college protocols
- Cultivating good working relationships with employers.
- Co-ordinating DBS process
- Researching, liaising and communicating work experience opportunities.

We deliver BTEC and CACHE Health and Social Care and Early Years qualifications between levels 1 and 3 and WJEC Criminology level 3.

Main Tasks and Responsibilities

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.
- Attend and contribute to team meetings and briefings

JOB DESCRIPTION

Work Based Learning Coordinator & Assessor

Main Tasks and Responsibilities

In common with all other staff

- As part of the Care and Early Years department, take part in college development projects, this involves working with colleagues on project implementation teams and liaison with other college and external service teams.
- Collaborate with, consult and feedback to colleagues and students by sharing and distributing information.
- Participate in the annual PM cycle, CPD, service area planning and review.
- Other duties as reasonably required by the Head of Department.

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.
- Other duties as reasonably required by the Head of Department

Duties and Responsibilities

- To liaise and arrange all work experience requirements for students, including visiting settings.
- To arrange and co-ordinate industry days/ trips /speakers.
- To manage and update work experience and work-related learning activity records on the college wide software system (GroFar).
- Plan and implement students' learning activity, monitoring and review their progress within a classroom, workshop and laboratory.
- Assess placement criteria for Level 2 and 3 Care and Early Years qualifications.
- To complete administrative and organisational tasks in line with the responsibilities.
- Ensure all health & safety regulations are met through carrying out health and safety vetting for work placements.
- Develop, design and implement placement handbooks and assessment materials, in conjunction with the department team in order to meet the awarding body requirements.

JOB DESCRIPTION

Work Based Learning Coordinator & Assessor

Duties and Responsibilities

- Ensure that vulnerable students are placed in the most suitable environment and that placements are regularly monitored.
- To be available as first point of contact for employers, students and parents during the work placements.
- To liaise with employers and students to monitor attendance, student and employer feedback and deal immediately with any issues arising in accordance with work experience compliance.
- To report progress in work experience during team meetings.

Health and Safety

- Maintain health and safety records.
- Responsible for keeping working areas clean and tidy and free from hazard.
- Assist in the implementation of safe systems of work within own areas of responsibility.
- To complete health and safety risk assessments in work placements.

Administrator

- To undertake all relevant record keeping associated with Care & Early Years work experience placements on centralised system.
- Receive telephone calls and visitors. Provide necessary information and deal with queries or take messages and refer to the relevant personnel.
- When necessary, attend departmental meetings, functions, presentations, open days, marketing events, training events etc. Within the department and/or college.
- Assist in the compilation of statistics as required.
- Keep record of the department students work experience and related work experience.

General

- To represent the college in a professional manner when dealing with external agencies and employers and present clear and accurate information
- Assist as required during examination and enrolment periods.
- Support staff on visits to external activities.
- Support staff in the monitoring of student attendance.
- Maintain notice boards.

JOB DESCRIPTION

Work Based Learning Coordinator & Assessor

General

- Complete industrial updating annually.
- Keep up to date with industrial developments and their implications for the post holder's duties.

The above list is neither exhaustive or exclusive, and the post holder will be expected to undertake any other duties within his / her capability and experience that may be relevant and necessary to fulfil the post effectively.

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

Work Based Learning Coordinator & Assessor

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification or above (i.e. A-levels. BTEC National, GNVQ Advanced or equivalent) in Early Years/Early Years related subject	Y		AF/C
Degree in Early Years/Early Years related subject		Y	AF/C
GCSE Maths and English grade C/4 qualifications or recognised equivalent or to attain within the probationary period	Y		AF/C
Assessor qualification (L3 Certificate in Assessing Vocational Achievement or equivalent)	Y		AF/C
Internal Verifier qualification or willingness to work towards one		Y	AF/C
Health and Safety Qualification / training		Y	AF/C
Recent and relevant professional development		Y	AF
Experience			
Assessing experience in FE sector	Y		AF/I
Teaching/training experience in FE Sector	Y		AF/I
Relevant industrial experience in a similar role or administration role	Y		AF/I
Knowledge, Skills and Aptitudes			
Understanding of the Early Years Foundation Stage curriculum	Y		AF/I
Up to date knowledge of recent initiatives in Early Years	Y		AF/I
Knowledge of working with awarding bodies		Y	AF/I
Demonstrable knowledge of office IT systems, including Office 365	Y		AF/I
Excellent interpersonal and communication skills, with a professional telephone manner	Y		AF
Ability to communicate effectively through written, oral and electronic methods and develop good working relationships. member of a team	Y		AF/I

PERSON SPECIFICATION

Work Based Learning Coordinator & Assessor

Requirement	Essential	Desirable	Selection Method
Knowledge, Skills and Aptitudes			
Excellent interpersonal and communication skills, with a professional telephone manner	Y		AF/I
Effective presentation, organisational and administration skills	Y		AF/I
Ability to work on own initiative and effectively as a member of a team	Y		AF/I
Accuracy and attention to detail	Y		AF/I
Ability to work under pressure and to deadlines	Y		AF/I
Ability to prioritise and cope with a demanding workload	Y		AF/I
Flexibility in approach to work	Y		AF/I
Understanding of and commitment to the promotion of equality and diversity, safeguarding and the health and wellbeing of young people and vulnerable adults	Y		AF/I
Willingness to undertake on the job training and to attend relevant staff development programmes	Y		AF/I

KEY:

AF = APPLICATION FORM

I = INTERVIEW

C = CERTIFICATE

INTERVIEW AND ONBOARDING

Work Based Learning Coordinator & Assessor

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

Work Based Learning Coordinator & Assessor

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: Thursday 15th May at 10am

Shortlisting: 16th May

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