

SHOOTERS HILL SIXTH FORM COLLEGE
EDI COORDINATOR
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



“This is a welcoming and inclusive college where students, especially those who need a bit of extra help to achieve, enjoy studying and feel safe.”

OFSTED 2019



SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Family

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 after university.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing our own leaders 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.

The students at Shooters Hill Sixth Form College come from a wide variety of backgrounds and nationalities. Whatever their abilities, faith or background, they will find a safe supporting environment for them to prosper here at Shooters Hill Sixth Form College. We know each student is unique and deserves to be treated with respect and understanding from peers and staff.

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](#)



ADVERT

EDI Coordinator

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.

We are looking to appoint to this exciting new position of EDI Coordinator, to support and deliver on the college's EDI Strategic Vision, along with our EDI Champions and Director of HR.

Salary: SO1, £35,577 - £36,567

Contract: Full Time, all year round

Reporting directly to the Director of HR, the EDI Coordinator will build relationships across the college, promote change and commitment to equality, diversity and inclusion issues and initiatives amongst staff and students. The successful candidate will lead the initiatives and activities of Equality, Diversity and Inclusion Action Plans and will lead the work of the EDI Champions to integrate practices into governance, workplace and student practices that enhance EDI throughout the college.

You will be a team player who can succeed in a demanding and supportive environment. You will provide, implement, and deliver solutions to complex equality, diversity, and inclusion challenges and ensure the provision of a high standard of advice, support, guidance, and delivery across the college on EDI matters. You will possess excellent communication skills that enable you to build strong and effective relationships with internal stakeholders.

The successful candidate will demonstrate experience of working with people at all different levels and backgrounds. You will be highly motivated, exceptionally organised, passionate, and supportive to join our friendly, and high performing HR and Operations Team.

If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

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

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

EDI Coordinator

GRADE : SO1

RESPONSIBLE TO : Director of HR

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 act as the custodian of the college's Equality, Diversity, and Inclusion (EDI) Strategic Vision and Action Plan.
- To provide, implement and deliver solutions to complex equality, diversity, and inclusion challenges and to ensure the provision of a high standard of advice, support, guidance and delivery across the college on EDI matters.
- In collaboration with Equality, Diversity and Inclusion Champions (EDIC), the EDI Coordinator will play a key role in the delivery of training and promote equality, diversity, and inclusion.
- Be proactive and keep abreast with developments in equality, diversity, and inclusion across the Further Education sector in relevant legislation, including local and national initiatives.
- This postholder is responsible for ensuring the college meets its EDI duties, and that equality, diversity and inclusion supports and enables the pursuit of excellence for all stakeholders.

General EDI Duties

- Responsibility for the ongoing development of a college-wide Equality, Diversity and Inclusive strategic plan and to embed it into all college and department plans. This will include setting objectives and work programmes/activities for the EDIC and chairing the EDIC meetings.
- Support and facilitate the delivery of EDI related action plans.
- Gather content and input to establish and maintain structures and routines for the effective communication and dissemination of information regarding college EDI activity.
- In collaboration with HR and the Director of Pastoral, Community and Enrichment, support with the annual planning of training events on equality, diversity and inclusion principles.
- Produce reports providing advice and/or creative solutions for leadership consideration, and when required, facilitating initiatives.
- Produce the annual equality, diversity and inclusion report for publication once approved by the Trustees.
- Provide updates to the college leadership group on the delivery of the EDI Strategic Vision and relevant elements every six weeks.
- Work with colleagues to develop and implement a range of intervention programmes to support the portfolio of equality, diversity and inclusion, incorporating the advancement and use of the race equality agenda to attract, retain and develop a growing diversity of both staff and students.
- Represent the college at relevant national and regional conferences, networks and meetings regarding EDI; developing external networks that will support the EDI Strategic Vision.

MAIN TASKS

EDI Coordinator

General EDI Duties

- Provide advice and guidance to the college regarding equality, diversity and inclusion that will enhance both our internal and external reputation as an employer and educational provider.
- Assist and advise the Assistant Principal in reviewing the college's policies and procedures, ensuring that these are all inclusive.
- Support and advise HR, Student Recruitment and Marketing Teams to help create a brand that appeals to diverse applicants and removes bias together with the following:
 - Working with colleagues in the Marketing and Events Team, take a lead role in the design, creation and maintenance of EDI on the college website, the staff hub and other EDI related online content;
 - In conjunction with colleagues in the Marketing and Events Team, to create and disseminate a range of EDI Events/key dates calendar on an annual basis;
 - Use EDI knowledge to advise and support key colleagues contributing to work to raise awareness of and celebrate EDI contributions across college;
 - To keep informed of relevant sector developments and legislation in relation to EDI;
 - Review and condense information, creating concise and accessible EDI resources for use across the college;
 - Work independently and use initiative to identify and recommend solutions to any challenges that arise within the duties of the role;
 - Perform other such activities within grade as deemed appropriate.

Professional and Administrative Support

- Provide professional support for the EDI Champion working group, including the preparation of agendas and papers, attending and contributing to meetings, recording decisions and actions.
- Use EDI knowledge to advise and make recommendations to committees and working groups.
- To be responsible for communicating the actions from relevant working groups and to be responsible for monitoring progress.

MAIN TASKS

EDI Coordinator

Safeguarding

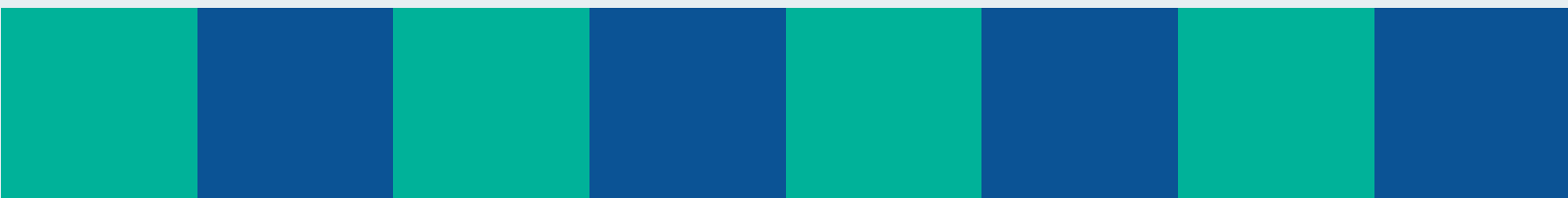
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment 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

EDI Coordinator

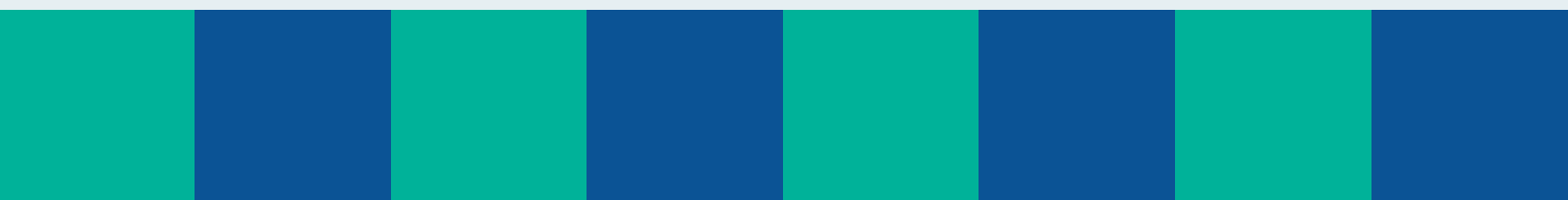
Requirement	Essential	Desirable	Selection Method
Qualifications, Experience and Personal Attributes			
GCSE Grade C/4 or equivalent in English and Mathematics	✓		Certificates
A level education or equivalent	✓		Certificates
Experience of working individually and as part of a team	✓		Application form & Interview
Experience in problem solving, using initiative and judgement in more complex situations	✓		Application form & Interview
Evidence of prior active commitment to, engagement with and coordination of EDI projects	✓		Application form & Interview
A firm grasp on the fundamentals of EDI	✓		Application form & Interview
Ability to confidently discuss EDI related topics, challenge/be challenged and communicate with sensitivity and respect	✓		Application form & Interview
Ability to develop communities, i.e., by setting up processes, connecting stakeholders, facilitating communication and encouraging participation	✓		Application form & Interview
A self-aware and solution focused attitude to overcoming challenges.	✓		Application form & Interview
Flexibility to respond effectively to change, and to deal with unforeseen circumstances effectively	✓		Application form & Interview
Confidence in forming effective working relationships with a broad range of people	✓		Application form & Interview
Able to plan and work proactively, with accuracy and attention to detail	✓		Application form & Interview
Effective written and oral communication skills, including being able to tailor written communication and presentations to engage diverse audiences	✓		Application form & Interview
Excellent practical IT skills including Microsoft Office, Microsoft Excel, and Outlook diary management	✓		Application form & Interview
Ability to review data and draw conclusions	✓		Application form & Interview
Basic knowledge of GDPR/Data protection in relation to the processing and presentation of EDI data		✓	Application form
Experience of attending and participating in formal meetings, with an understanding of committee servicing		✓	Application form
Ability to make recommendations based on evidence		✓	Application form & Interview

PERSON SPECIFICATION

EDI Coordinator

Requirement	Essential	Desirable	Selection Method
Qualifications, Experience and Personal Attributes			
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	✓		Application form & Interview
Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved.	✓		Application form & Interview
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	✓		Application form & Interview
Understanding of and commitment to the promotion of equality, diversity and inclusion, safeguarding and the health and wellbeing of young people and vulnerable adults.	✓		Application form & Interview
Willingness to undertake on the job training and to attend relevant staff development programmes	✓		Application form & Interview

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.



INTERVIEW PROCESS

EDI 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.

The interview process will consist of a 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: hrteam@shc.ac.uk

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

Onboarding

Appointment

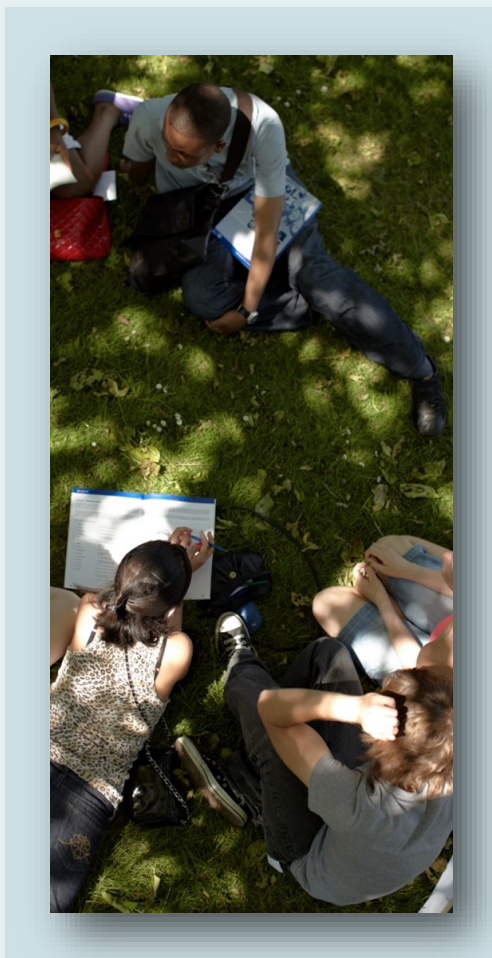
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
List items requested here (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

EDI 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

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.

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

Closing date for applications:	26th March at 10:00am
Shortlisting:	27th March 2024
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



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