





SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

ELSA INTERVENTION OFFICER









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)

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/college-information/ofsted
- **College Vision and Strategic Intents Booklet**
  https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
  https://www.shc.ac.uk/course-guides
- **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.



disability confident EMPLOYER

ADVERT
ELSA Intervention Officer

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.

We are looking to appoint an Emotional Literacy Support Assistant (ELSA) to join our Learning Support team.

Salary : Scale 6, starting at £31,985 (FTE £36,693)

Hours : Full Time, 35 hrs PW. Term Time Only (39 weeks)

As an ELSA Intervention Officer, you will help young people understand and manage their emotions, build positive relationships, and feel more confident in college.

You'll plan, deliver and review tailored one-to-one and small-group sessions, helping students develop practical strategies they can use independently in lessons and everyday life.

The successful candidate will be a highly organised individual, with excellent communication skills.

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

To apply for this post, please download the application form via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@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) 2026.

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
ELSA Intervention Officer

GRADE : SCALE 6
RESPONSIBLE TO : ASSISTANT PRINCIPAL - HEAD OF LEARNING SUPPORT
RESPONSIBLE FOR : COHORT OF STUDENTS

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

Job Purpose

- To enable students to gain increased access to their curriculum and make progress with their therapy related targets and intended outcomes.
- To assist qualified therapists in the implementation of their interventions.
- To keep records and review the impact of those interventions.
- To develop, maintain and run an intervention base room with resources to support students with a variety of therapeutic needs.
- To provide high-quality support in relation to the raising of educational achievement and to encourage students to become increasingly independent learners.

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 & 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/sites of the college, and work outside of regular daytime hours.

JOB DESCRIPTION
ELSA Intervention Officer

In common with all Learning Support Staff

- As part of the Learning Support team, take part in college development projects, this involves working with colleagues on project implementation teams & liaison with other college and external service teams
- Attend and contribute to team meetings & briefings
- Consult and feedback to colleagues & students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Assistant Principal - Head of Learning Support
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.
- Facilitate in examinations as a scribe, reader, invigilator etc., where appropriately trained.

Duties and Responsibilities

Particular to the post:

- Deliver planned, time-limited individual and small-group ELSA programmes within the scope of completed training and supervision.
- Support emotional awareness and vocabulary, self-esteem, confidence, emotional regulation, friendships, social understanding and coping with change, loss or transition, as appropriate to the student and the ELSA remit.
- Teach and rehearse practical strategies that students can apply in lessons, social situations and daily life, building independence and reducing reliance on adult support.
- Build trusting, professional relationships, agree expectations for sessions and explain the limits of confidentiality in accessible language.
- Adapt activities in response to students' engagement and progress, drawing on supervision when needs or approaches require review.
- Attend ELSA training and supervision sessions run by the Royal Borough of Greenwich.
- Keep records following therapeutic, ELSA and mentoring activities and provide relevant information for reporting purposes, making use of college systems.
- Liaise appropriately with parents/carers about therapy interventions, with guidance from the qualified therapists where appropriate.
- To undertake any internal and external training relevant to the post.
- To deliver learning activities that enable the development of students, adjusting activities according to students' responses/needs.

JOB DESCRIPTION
ELSA Intervention Officer

Particular to the post:

- To monitor and assess students, recording and reporting on student achievement, progress and developing against pre-determined learning objectives.
- To work within the college's agreed procedures, specifically in relation to teaching and learning, inclusion and behaviour and discipline policies.
- To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, using agreed procedures.
- To support the development and implementation of student ILP's and to promote the inclusion of all students within the classroom.
- Promote independence using strategies to recognise and reward achievement of self- reliance.
- To establish productive relationship with students and the setting of high expectations and to organise and manage appropriate learning environment and resources.
- To effectively contribute to multi agency working to support students' development and liaise with parents/carers regarding student achievement and other associated matters.
- To carry out any other duty as directed by the line manager and commensurate with the responsibility level of the post.
- To work within the college's health and safety policies/procedures.

Additional Information

Working Arrangements

Hours of work: 35 hours per week term time only at 39 weeks. Routine fixed daily start & finish times between 08:30 & 18:00 by agreement.

Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

The college recognises that this role may evolve as the needs of the college change to accommodate the requirements of the staff, students and curriculum.

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

JOB DESCRIPTION
ELSA Intervention Officer

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) 2026.

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

ELSA Intervention Officer

Requirement	Essential	Desirable	Selection Method
Level 3 qualification or above, or equivalent relevant qualification	Y		AF
Recognised ELSA training, or willingness and ability to complete training and participate in ongoing educational psychologist-led supervision	Y		AF/I
Experience of supporting young people with social, emotional or mental health needs, including students with SEND	Y		AF/I
Experience of delivering structured individual or small-group emotional wellbeing, mentoring or social skills support	Y		AF/I
Ability to build positive professional relationships while maintaining clear boundaries and explaining confidentiality appropriately	Y		AF/I
Understanding of emotional literacy and practical approaches to emotional regulation, confidence, resilience and relationships	Y		AF/I
Ability to plan accessible activities, agree measurable outcomes, keep accurate records and evaluate progress	Y		AF/I
Ability to manage a caseload, prioritise work and recognise when concerns require escalation or specialist support	Y		AF/I
Ability to respond calmly and empathetically to distress and use appropriate supportive and de-escalation strategies	Y		AF/I
Effective communication, teamwork and IT skills, including liaison with staff, students and parents or carers	Y		AF/I
Understanding of safeguarding, confidentiality, equality and inclusion, and commitment to applying College procedures	Y		AF/I
Willingness to reflect on practice, respond to supervision and undertake continuing professional development	Y		AF/I
Experience of delivering ELSA programmes and demonstrating progress towards agreed emotional literacy outcomes		Y	AF/I
Experience in further education or supporting transition to adulthood, including contributing to EHCP or ILP outcomes		Y	AF/I

KEY: AF = APPLICATION FORM I = INTERVIEW

INTERVIEW AND ONBOARDING

ELSA Intervention Officer

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. Teaching and Leadership roles will have a 2 stage shortlisting process, with the 2nd stage being a Teams call.

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

The interview process for support roles will consist of a college tour, pre-interview assessment task/s and a formal interview. Teaching roles will include delivery of lesson/s and other activities. You should expect to be at the college for the whole day.

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

Onboarding

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 People Services. 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

ELSA Intervention Officer

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 People Services department for an application form at peopleservices@shc.ac.uk

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

Closing date for applications:	**1st December at 10am**
Shortlisting:	**2nd December**
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 People Services department for further information.

Telephone:	**020 83199700**
Email:	**peopleservices@shc.ac.uk**
Website:	**www.shc.ac.uk**

SHOOTERS HILL SIXTH FORM COLLEGE

Transforming Lives