



**SHOOTERS HILL
SIXTH FORM
COLLEGE**
RECRUITMENT PACK
JOB COACH
OFFSITE SUPPORTED
INTERNSHIP

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/college-information/ofsted>
- **College Vision and Strategic Intent 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.



ADVERT

Job Coach - Offsite Supported Internship

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 5 Starting at £28,361 (actual pro-rata salary at 39 weeks)

Contract: Fixed Term, 1 Year, Full Time, Term Time Only (39 weeks)

We are currently looking to recruit dedicated and passionate Job Coach to join our Foundation Learning team and support our amazing young people with SEND, in their journey towards successful employment. As a Job Coach, you will work closely with students with diverse abilities, providing guidance, systematic training and support to help them develop the necessary skills and confidence to undertake work experience and secure and maintain meaningful employment for the future. Your role will be working alongside the SEND Careers Advisor, implementing personalised career plans and providing support for SEND career activities.

The successful applicant will be highly organised and have excellent communication skills as well as experience with working with young people with SEND.

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 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) 2025.

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

Job Coach - Offsite Supported Internship

GRADE : SCALE 5

RESPONSIBLE TO : HEAD OF DEPARTMENT FOR FOUNDATION LEARNING

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

We require a dedicated and passionate Job Coach to join the Foundation Learning team and support our amazing young people with SEND, in their journey towards successful employment. As a Job Coach, you will work closely with students, with diverse abilities, providing guidance, systematic training, and support to help them develop the necessary skills and confidence to undertake work experience and secure and maintain meaningful employment for the future. Your role will be working alongside the SEND Careers Advisor, implementing personalised career plans and providing support for SEND career activities.

MAIN TASKS & 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 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/sites of the college, and work outside of regular daytime hours.
- Attend and contribute to team meetings and briefings.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Head of Department & Employment Pathways Manager
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.

JOB DESCRIPTION

Job Coach - Offsite Supported Internship

Major Tasks

- Assist the facilitator.
- Participate in basic job coach training (Training in Systematic Instruction, and other appropriate training) and continual staff development.
- Maintain basic up to date knowledge of work-related benefits and funding support.
- Work with instructor to assess student skills and gather baseline data.
- Deliver effective supported employment through systematic instruction and natural support building.
- Collaborate with key stakeholders to develop internships and roles, including job design, task analysis, and reasonable adjustments planning.
- Work with managers and co-workers to educate on disability awareness.
- Reinforce employability skills and assists intern to understand protocol and interpret work culture.
- Assist in training intern in interview process (unique to each host business) in order for interns to gain both internships and competitive posts.
- Learn the internship duties and makes any Reasonable Adjustments (e.g. labels cabinets, simplifies written instructions, etc.) necessary to the successful completion of the job.
- Attend job induction with the intern and clarifies information with the intern as necessary.
- Teach the essential tasks/duties/core skills of the job to the intern.
- Teach safe practices according to the work environment.
- Model appropriate workplace behaviour.
- Work with each manager to determine new skills as intern gains competencies and confidence and with the manager and peer mentor regularly to discuss issues and solve problems.
- Assess intern progress and gives regular feedback to intern and team members.
- Complete necessary evaluations, reports and other documentation.
- Look for new internship opportunities and shares with team members.
- Attend employment planning meetings to know interns' strengths, interests and challenges in preparation for job development.
- Work with intern and all team members to locate competitive employment based on individual strengths and skills.
- Explore jobs at locations outside host business site as well as explore specific job possibilities at external businesses for interns not employed at host site.

JOB DESCRIPTION

Job Coach - Offsite Supported Internship

Major Tasks

- Keep all team members informed of potential jobs.
- Perform job analyses and job matches.
- Coordinate transport and/or travel training to job site.
- Problem solve issues as they arise.
- Produces necessary reports and data.

Working with Others

- To take account of and promote the college Equal Opportunities Policy in all relationships with others.
- To work with the Assistant Principal, Head of Department and Employment Pathways Manager to ensure quality of job coach provision.
- To foster and maintain a positive team ethos through effective communication, co-operative planning and sharing of knowledge, skills.
- To work collaboratively with others to ensure continuing improvement in the student experience at the college.

Training and Development of Staff

- To identify continuous professional development needs in relation to job coaching.
- To contribute to continuous professional development activities at the College relating to job coaching.
- To assist the Head of Department in ensuring that new staff are inducted into the role of the Job Coach.
- To undertake training in accordance with the college requirements relating to job coaching.
- To take any necessary action to ensure compliance with professional standards and the rules and policies of Shooters Hill Sixth Form College.

Discipline

- To promote among the students, self-discipline, proper regard for authority and a clear sense of right and wrong. To monitor and implement a discipline policy which promotes appropriate behaviour both in and out off college.

Relations with Parents, Responsible Adults and Families

- To develop and promote positive relations with employers, parents, responsible adults and families.

JOB DESCRIPTION

Job Coach - Offsite Supported Internship

Relations with Other Bodies

- To collaborate in establishing and promoting effective relationships with the local community and appropriate organisations and agencies, to the benefit of the college.

Resources

- To work with others to provide statistical data on all aspects of work experience and employment for SEND students.

Child Protection

- To ensure the requirements of the current Children Act is fully complied with.

Policy Development and Implementation

- To ensure the implementation and participate in the review of all processes relating to job coaching, as directed by the Board of Trustees and College Strategy Group.

Other Duties

Any other duties commensurate with the grading and value of the post.

Additional Information: Working Arrangements

Hours of work: Full time 35 hours per week, TTO at 39 weeks. Flexible working hours depending on the need of the organisation.

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the college.

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

Job Coach - Offsite Supported Internship

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) 2025.

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

Job Coach - Offsite Supported Internship

Requirement	Essential	Desirable	Selection Method
Qualifications			
A good standard of education including at least GCSE level 4 or above (or equivalent) in Maths and English	Y		AF/I
A relevant qualification at level 3 or above		Y	AF/I
Experience			
Experience working directly with employers in arranging work placements or employment	Y		AF
Experience supervising people with learning difficulties on employer premises		Y	AF
Ability to adapt the work environment according to individuals needs		Y	AF/I
Experience undertaking travel training		Y	AF
Experience working in a school / college or similar environment	Y		AF
Experience working in a special school		Y	AF
Experience working with children or adults with disabilities SLD/ASD/PMLD	Y		AF/I
Experience working with people who display challenging behaviour		Y	AF/I
Ability to develop individualised employment and career plans		Y	AF/I
Familiar with disability accommodations and inclusive work place practices	Y		AF/I
Skills and Abilities			
Able to carry out a thorough risk assessment of a work environment and produce a written risk assessment	Y		AF/I
Understands the needs of students with learning difficulties		Y	I
Understands the needs of autistic students		Y	I
Training or skills in using Makaton, PECs, and TEACCH and able to use these in a workplace		Y	T
Clear communicator	Y		AF/I
Competent using ICT/Windows packages eg Outlook, Word, and Excel	Y		AF

PERSON SPECIFICATION

Job Coach - Offsite Supported Internship

Requirement	Essential	Desirable	Selection Method
Skills and Abilities			
Willing to undertake training and other CPD activities to further develop the specialist skills needed for the role	Y		I
Able to, speak and write in grammatically correct English	Y		I/T
Ability to speak more than one language		Y	I
Full clean driving licence. Willing to learn to drive the college minibus and/or use own vehicle to take students to work.	Y		I
Understands safeguarding procedures relating to the role	Y		I
Qualities			
Willingness to put our students needs at the centre of all they do at work			I
Committed to the principle of encouraging young people to progress and work towards independence			I
Positive attitude to daily challenges			I
Discretion in everyday working life and in particular in dealing with confidential pupil information			I
Excellence record in both attendance and punctuality			R
Team worker with ability to contribute own ideas and to compromise when appropriate			I
Able to work under own initiative when the situation demands this			I
Approachable, polite and professional			I
Resilient. Able to meet demands of a challenging high-pressured environment and deal with emergencies when required			I
Flexible. Able to manage last minute changes when required			I
High expectations of self and others			I
Committed to equality of opportunity for all			I

KEY: A=APPLICATION FORM I=INTERVIEW T=TASK R=REFERENCE

INTERVIEW AND ONBOARDING

Job Coach - Offsite Supported Internship

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

Job Coach - Offsite Supported Internship

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:	17 June at 10am
Shortlisting:	18 June
Interviews to commence:	Soon after shortlisting
Start date:	New academic year 2026

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

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



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives