



SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

EMPLOYER ENGAGEMENT
& WEX COORDINATOR

WELCOME

From the Principal

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

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

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

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

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

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

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

Geoff Osborne
Principal



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

OFSTED 2024



SHC

A great place to work

SHC Community

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

Progression

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

Staff Wellbeing

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

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

Employer Engagement & Work Experience Coordinator

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

Salary: SO1 Starting at £33,348 (FTE £38,256)

Hours: Full time, term time only at 39 weeks

We are seeking a proactive and highly organised Employer Engagement & Work Experience Coordinator to join our team and play a key role in strengthening relationships between the college and local, regional and national employers.

The successful candidate will be responsible for developing and maintaining employer partnerships that provide high-quality work experience, industry placements, work-related learning opportunities and employer-led activities for students across a range of curriculum areas. You will work closely with curriculum teams, students and external organisations to ensure learners gain valuable industry exposure and develop the skills needed for future employment.

This is an exciting opportunity for an enthusiastic individual who is passionate about supporting student success, enhancing employability and building strong links between education and industry

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

Employer Engagement & Work Experience Coordinator

GRADE: SO1

**RESPONSIBLE TO: ASSISTANT PRINCIPAL, EMPLOYER ENGAGEMENT,~
APPRENTICESHIPS, CAREERS & SKILLS**

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 engage with local and national businesses and employers to source and secure opportunities and foster continued working relationships.
- To manage, plan, secure, monitor and evaluate suitable work placements and volunteering opportunities for learners.
- To keep abreast of current working practices, vocational changes and build a solid understanding of the needs of the labour market.

Duties and Responsibilities

Main Responsibilities, Tasks, & Duties

- To initiate links with employers and voluntary agencies and to negotiate high quality placements that are well matched to the learner according to their career aspirations, interests and abilities.
- To expand the college employer network, coordinate employer engagement contacts and be the key contact for employers who express an interest in working with the college.
- Ensure the effective management of the college work placement programme and employer engagement activities.
- Ensure all placement health and safety regulations and risk assessments are undertaken by team members to assess suitability for work placements.
- Ensure that accurate information is shared with parents and carers regarding work placements; this includes placement details communicated via GroFar in order to gain consent.
- To keep abreast of the local and national labour market and to advise the college of trends and changes.
- Ensure all learners are equipped to confidently source work placements and able to manage their placements using the GroFar platform.
- Provide the necessary documentation to employers, parents and learners such as health and safety, job descriptions.
- To work productively with curriculum staff and Employability Coordinators to ensure effective processes are applied and supported for a collaborative approach to employer engagement.

JOB DESCRIPTION

Employer Engagement & Work Experience Coordinator

Main Responsibilities, Tasks, & Duties

- Design, devise and implement a programme of work placement preparation activities to ensure learners are “placement ready” and understand both college and employer expectations.
- Liaise with college staff to raise the profile of the work placement programme and their necessary involvement such as setting targets relating to study programmes.
- Ensure employers are provided with all required information for a successful placement such as induction, attendance and safeguarding arrangements.
- Evaluate and monitor impact of work placements including learner and employer feedback.
- To carry out any other duties to the post as required by your line manager or College Strategy Group (CSG).

Managing Marketing and Publicity

- Identify effective ways to promote the work placement programme to staff and learners. To create and implement a work placement programme that is high-calibre and therefore encourages high quality employers to continue with their participation, and to attract new employers.

Contacts & Relationships

- Regular contact with employers and supporting Employability Coordinators and department teams.
- Regular contact with the Work Experience, Employer Engagement & T Level Manager, and when necessary other Senior Management.
- Attending staff team meetings as appropriate.
- Building strong professional relationships with members of the Employability team.

Administrative

- To ensure documentation relating to the work placement programme and employer engagement activities are recorded on GroFar.
- To regularly produce impact reports for CSG and Board of Trustees.
- Work will be subject to frequent changes and interruptions to workload and scheduling. Deadlines will be subject to change according to changing priorities.
- General office work will require long periods of working at a computer.

JOB DESCRIPTION

Employer Engagement & Work Experience 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) 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

Employer Engagement & Work Experience Coordinator

Requirement	Essential	Desirable	Selection Method
Qualifications			
To be considered for this role you must have a minimum level 2 qualification in English and Maths	Y		AF/C
IOSH qualified with a willingness to undertake the NEBOSH qualification if required		Y	AF/C
Experience			
Highly experienced networker, with ability to manage deadlines achieving targets in a fast-paced environment; with proven ability to foster positive relationships with external and internal networks	Y		AF/I
Track record of securing work placements		Y	AF/I
Experience of stakeholder / relationship management	Y		AF/I
The ability to deliver a range of impactful and innovative employability initiatives		Y	AF/I
Experience of conducting risk assessments		Y	AF/I/C
Experience of organising placements		Y	AF/I
Skills and Abilities			
A confident communicator with proven networking skills	Y		AF/I
You will be comfortable working in a target-driven environment and be able to work flexibly to meet the changing demands of a busy service	Y		I
Ability to match learner's skills and abilities with placement opportunities		Y	I
Ability to communicate effectively with a diverse range of people across all ages and levels		Y	AF/I
Ability to think creatively to identify opportunities		Y	AF/I
Ability to establish effective relationships with both curriculum staff and external stakeholders	Y		AF/I
Professional in conduct and approach	Y		AF/I
Highly competent in using software applications with the ability to adapt to new software quickly	Y		AF/I

PERSON SPECIFICATION

Employer Engagement & Work Experience Coordinator

Requirement	Essential	Desirable	Selection Method
Skills and Abilities			
Highly motivated	Y		AF/I
Excellent organisational skills	Y		AF/I
Ability to use initiative and problem solve	Y		I
Setting and achieving high standards for yourself and your team	Y		AF/I
Promoting a culture of quality, partnership and innovation	Y		AF/I
Specialist Knowledge			
Knowledge of barriers faced by learners seeking work placements		Y	AF/I
Knowledge of liaising with other external organisations who offer work placements		Y	AF
Knowledge of local labour market and skills shortages		Y	AF

KEY: A=APPLICATION FORM I=INTERVIEW C=CERTIFICATE

INTERVIEW AND ONBOARDING

Employer Engagement & Work Experience 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. 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

Employer Engagement & Work Experience 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 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: 16th October at 10am

Shortlisting: 19th October

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