



SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

WELLBEING ENGAGEMENT
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

Wellbeing Engagement 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 looking for a compassionate and dedicated Wellbeing Engagement Coordinator to join our team. In this vital role, you will support individuals by providing guidance, resources and strategies to promote mental, emotional, and physical well-being.

You will empower students to identify their needs, set personal goals, and overcome challenges, helping them thrive both personally and professionally.

The ideal candidate will have strong communication skills, a deep understanding of holistic wellness practices, and a passion for making a positive impact in lives of our sixth formers.

If you are committed to fostering a supportive and healthy environment, we would love to hear from you.

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

Wellbeing Engagement Coordinator

GRADE : SO1

RESPONSIBLE TO : HEAD OF WELLBEING, MENTAL HEALTH AND WELFARE

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 will take responsibility for developing and coordinating a proactive, preventative and engaging student wellbeing programme across the college. This will include creating accessible opportunities that support students' mental health, resilience, emotional wellbeing, belonging and readiness to learn, and contributing to the development of wellbeing provision that supports student retention, attendance, engagement and achievement.

Contribute to the college's Wellbeing Strategy: Start Well, Stay Well, Finish Well by developing activities and interventions that support students at key points throughout their sixth-form journey, including induction, periods of academic pressure, examinations and transition beyond college.

Gather and use student feedback, participation data and engagement information to evaluate the effectiveness of wellbeing activities, identify emerging needs and continually improve the college's wellbeing provision.

Develop opportunities for students to explore the relationship between mind, body and wellbeing, including appropriate use of biofeedback technology to help students understand physiological responses to stress and learn practical self-regulation techniques such as controlled breathing, relaxation and grounding. Activities should be preventative and educational in nature and not constitute clinical assessment or treatment.

Implement and maintain visible and accessible wellbeing spaces and resources across the college, ensuring students can independently access short wellbeing activities, information, self-help resources and signposting to appropriate support.

JOB DESCRIPTION

Wellbeing Engagement Coordinator

Main Tasks and Responsibilities

In common with all other staff

- To support the college's mission, vision & 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 at 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.

In common with all Student Support staff

- As part of the Student Support Team, take part in college development projects, this involves working with colleagues on project implementation teams and liaison with other college and external service teams.
- Attend and contribute to team meetings and briefings, and support and supervision sessions.
- Consult and feedback to colleagues and students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Principal and other senior leaders.
- Participate in the annual cycle of CPD and contribute to the processes for self-review and evaluation, Service Area Operating Plans and College Institutional Development Plans.
- Supervise agency staff, trainees and students on work experience.

Main tasks specific to the role

- Develop and deliver a proactive, preventative wellbeing programme aligned with the college's Start Well, Stay Well, Finish Well wellbeing strategy, supporting students' resilience, emotional wellbeing, healthy lifestyles and readiness to learn.
- Provide accessible wellbeing support through drop-ins, individual and group sessions, mentoring, early intervention, practical coping strategies and appropriate signposting to specialist services.

JOB DESCRIPTION

Wellbeing Engagement Coordinator

Main tasks specific to the role

- Develop innovative wellbeing activities and experiences, including the Wellbeing Sofa, mobile wellbeing stations, wellbeing challenges, mindfulness, relaxation, creative and outdoor activities that encourage students to actively engage with their wellbeing.
- Develop and facilitate biofeedback and wellbeing technology activities, helping students understand the relationship between stress, breathing, focus and physiological responses, and introducing practical self-regulation techniques.
- Coordinate innovative wellbeing activities, including appropriate supervised drone and technology-based challenges that develop teamwork, communication, problem-solving, concentration and confidence.
- Plan and promote wellbeing events, campaigns, workshops and awareness activities, working with internal teams and external partners to provide engaging opportunities for students.
- Work collaboratively with counsellors, Student Services, Mental Health First Aiders, safeguarding and teaching staff to ensure students receive coordinated and appropriate support.
- Develop student participation and leadership, including wellbeing ambassadors/champions, student voice and student-led wellbeing initiatives.
- Maintain appropriate records and monitor student support, including support plans, progress and referrals, in line with college systems, policies and confidentiality requirements.
- Evaluate and develop the wellbeing offer, using student feedback, engagement data and emerging needs to demonstrate impact and continually improve provision across the college.
- To update wellbeing content for the college internal and external spaces.
- To signpost services to parents/carers.
- Where appropriate, provide group support to assist students with emotional, social, academic or personal needs.
- Create links with external local professionals, e.g. psychiatrists, social workers, MH organisations and GPs.
- Provide advice and assess the support needs of students and prospective students experiencing wellbeing difficulties.
- Contribute to the development and delivery of training to colleagues on matters relating to student's wellbeing.
- Coordinate the provision for students with emerging, acute and enduring conditions, helping them to manage their wellbeing alongside their studies including developing and facilitating appropriate support plans and signposting to other services where appropriate.

JOB DESCRIPTION

Wellbeing Engagement Coordinator

Wider Responsibilities

- To ensure that all activities are carried out to meet service standards.
- To attend and contribute to internal and external meetings including relevant team and training events and partnership meetings, representing the college where required.
- To work flexibly within the student services hubs, cover working patterns within agreed opening and closing times (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other hubs if necessary.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining their professional development.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager, which may include working occasional evening and weekends.

JOB DESCRIPTION

Wellbeing Engagement 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

Wellbeing Engagement Coordinator

Requirement	Essential	Desirable	Selection Method
Qualifications & Training			
Relevant Level 3 or higher professional qualifications	Y		AF/C
Qualifications in English and maths equivalent to a minimum of GCSE Grade	Y		AF/C
Mental Health First Aid trainer accreditation or willingness to complete training	Y		AF/C
De-escalation Training (or willingness to complete the training)	Y		AF/C
Knowledge & Experience			
Experience in successfully delivering Support Services to students and or young people	Y		AF/I
Experience of successful work within an appropriate context with people with wellbeing difficulties and needs	Y		AF/I
Ability to develop creative and innovative wellbeing activities that encourage independent student participation and promote resilience	Y		AF/I
An understanding and commitment to the college policy on equality, diversity and inclusion, and a willingness to promote this in all aspects of work	Y		AF/I/T
Experience of multi-agency support work		Y	AF/I
Experience or knowledge of using biofeedback or wellbeing technology to support student self-awareness, stress management, emotional regulation and wellbeing, with an understanding of how technology can be used safely and appropriately within an educational setting		Y	AF/I
Skills and Attributes			
The ability to relate to, communicate effectively with, students, both school leavers and adults, and to monitor their progress	Y		AF/I
An ability to maintain good working relationships with colleagues, to work as part of a team and provide team leadership	Y		AF/I
High level of organisation and administrative skills and a readiness to carry out admin and student support/tracking duties consistently and to a high standard	Y		AF/I/T
Experience of using digital platforms, QR codes and interactive resources to create accessible, independent wellbeing activities	Y		AF
Ability to deal with difficult issues in a sensitive and confident way	Y		AF/I/T
Ability to organise own workload and demonstrate autonomy, initiative and creativity	Y		AF
Knowledge of current issues affecting young people's wellbeing, including academic pressure, resilience and healthy lifestyles	Y		AF/I/T

KEY: AF = APPLICATION FORM I = INTERVIEW C = CERTS T = TASK

INTERVIEW AND ONBOARDING

Wellbeing Engagement 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

Wellbeing Engagement 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: 23rd September at 10am

Shortlisting: 24th September

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