

SHOOTERS HILL SIXTH FORM COLLEGE GOVERNANCE PROFESSIONAL APPLICANT INFORMATION PACK



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives

WELCOME

From the Principal

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

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

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

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

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

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

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

Geoff Osborne
Principal



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

OFSTED 2019





SHOOTERS HILL SIXTH FORM COLLEGE

A great place to work

SHC Family

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

Progression

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

Staff Wellbeing

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

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more

INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

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

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

Coffee Corner
Greenwich School Sports Partnership
Fully Equipped Fitness Suite
Swimming Pool
Art Gallery
City View Restaurant

Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



ADVERT

Governance Professional

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

Scale: SO1 – SALARY AT 39 WEEKS (to be pro-rata based on hours)

Hours: Flexible, minimum of 21 hours per week, Full Time, Term Time Only 39 weeks

Contract Term: Permanent

The Chair and the Board of Trustees of Shooters Hill Sixth Form College are seeking to appoint an efficient, effective, self-motivated and reliable Governance Professional to provide high quality and comprehensive clerking service to the Board of Trustees.

The role is flexible with a minimum of 21 hours per week, and flexible across the year, to meet the needs of the Board of Trustees. The successful candidate will be required to attend all Full Governing Body meetings, Sub-Committee meetings and the occasional ad hoc meeting to meet governance needs. The majority of our Governing Body meetings take place late afternoon or early evening. A flexible approach to working hours is essential. You will work closely with the Chair of Trustees and Principal, together with other Trustees and staff to ensure that all paperwork for college governance is appropriately maintained.

Duties include advising the Trustees of procedural and legal duties, preparation and circulation of agendas, minutes and other papers, taking and typing up minutes of the Governing Body meetings and other administrative duties as required.

The ideal candidate will need to demonstrate:

- Flexible approach to work.
- Excellent communication and IT skills.
- Understanding of, and commitment to confidentiality.
- Excellent planning and organisation skills.
- Ability to work independently and meet conflicting demands within deadlines.
- A proven track record of accuracy and attention to detail.

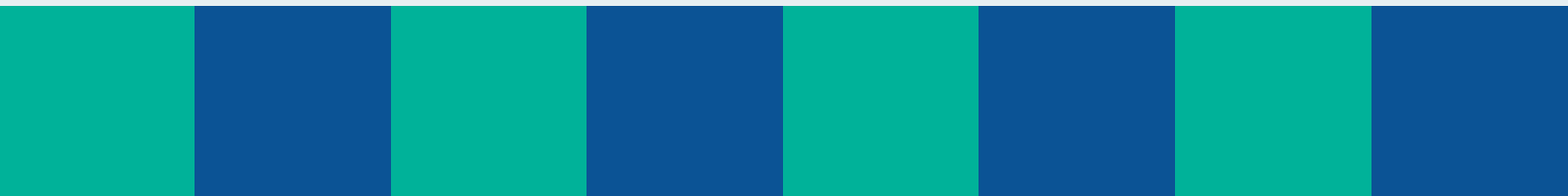
If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

To apply for this post, please contact our HR department for an application form at: hrteam@shc.ac.uk

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check.

As part of our 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

Governance Professional

GRADE : SO1

RESPONSIBLE TO : Chair of the Board

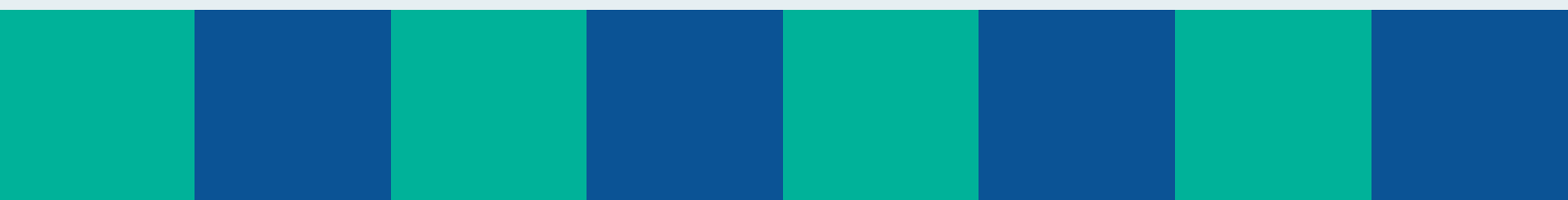
The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination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

Job Purpose

- To provide advisory, strategic, and administrative support to the Board of Trustees and college and to ensure the proper and efficient conduct of college business and to promote excellence in college governance.
- To advise the Members of the College Board ("the Trustees") on the proper exercise of their powers within statutory instruments issued under the Further and Higher Education Act 1992 and subsequent revisions.
- To advise on and be responsible for the constitution of the college (instrument and articles and any byelaws).
- To monitor, advise and support compliance with the governance code adopted by the college and reported to the funding bodies including an annual self-assessment on board performance.
- To give guidance to the College Board, a committee, or the Chair of the Board or a committee appears to be at risk of acting outside its powers or in a way which may be unlawful.
- To be independent of the College Strategy Group and to provide advice which is unbiased and impartial.

Governance Professional

- Is an officer who has a central role to perform when promoting the effective governance of the college;
- Is responsible to the Governing Body ('the Board') for ensuring that their proceedings are conducted in accordance with the Companies Acts, the college's Memorandum and Articles of Association and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time), the law relating to charities (including the requirements of the Charity Commissioners) and the general law;
- Is accountable to the Board, through the Chair, on all matters relating to his or her duties as an officer of the college;
- To oversee governance legal matters of the college and to instruct solicitors and other professional advisers as necessary;
- To maintain statutory registers;
- To conduct elections for staff and student Trustees;
- To be responsible for the college's seal and preparing documentation to be executed under the seal;
- In particular, is responsible for performing the duties set out in this job description.



MAIN TASKS

Governance Professional

Company Secretary

- To act as an officer of the Company;
- To act as Lead Designated Assessor under the Company's Public Interest Disclosure Procedure and arrange the training for other Designated Assessors;
- To submit claims on behalf of the college to the Insurance Company and/or its Brokers;
- To ensure the college's compliance with the Companies Act and to ensure the registration of appropriate documents with the Registrar of Companies;

To undertake the role of College Ombudsman in relation to student complaints, if appropriate.

Job Description

The job description set out below provides information about the role and responsibilities associated with the post of a Clerk to the Governing Body and the post of a Company Secretary. Some of the duties listed are of a continuing nature, others cyclical or periodic, yet others will take the form of particular projects to be undertaken as and when the needs of the college develop. It is recognised that job descriptions cannot always adequately describe roles in what needs to be a responsive and flexibly delivered service. Therefore, in the first instance, you will be expected to carry out the tasks listed below:

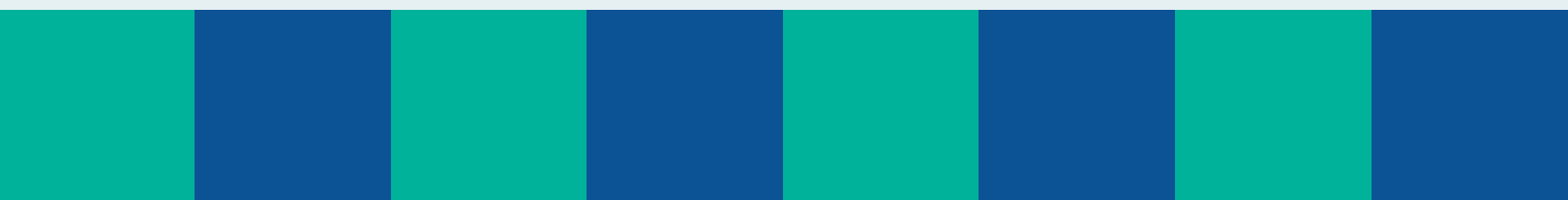
Main Activities and Responsibilities

Guidance; to be responsible for providing advice and guidance to the Board and its committees on corporate governance issues, including:

- Giving independent guidance on statutory and constitutional matters to the Board, through the Chair;
- Making available professional advice to the Board and to individual members of the Board;
- Taking appropriate action if and when the Board, the Chair or one of the committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful;
- Advising on the balance of membership, including members' experience and skills required by the governing body and how vacancies might be filled;
- Ensuring that Trustees are aware of the system for the reimbursement of Trustees' expenses.

The Conduct of Board Meetings

- To organise the proper conduct of meetings of the Board and the Board's committees, and ensure that correct procedures are followed, including:
- To advise the Chair on matters relating to the conduct and activities of the Board;
- Formulating, with the Chair and the Principal as applicable, the agendas and organising the supporting reports and briefing papers and liaising with those members of staff or Trustees who may be required to prepare papers for forthcoming meetings;



MAIN TASKS

Governance Professional

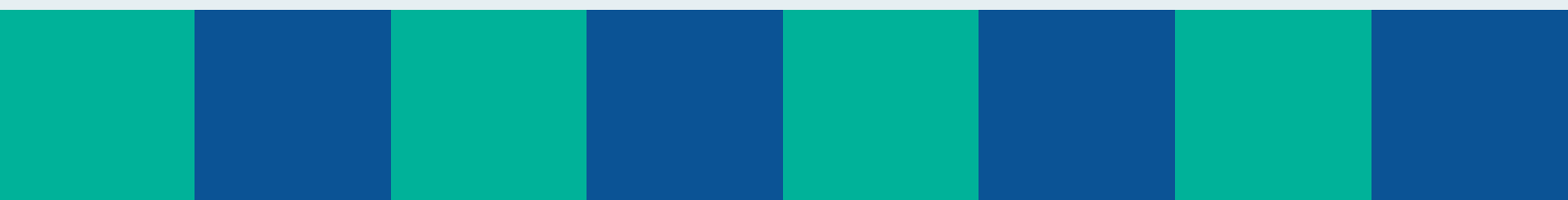
The Conduct of Board Meetings

- Ensuring the safe custody of the official record of the governing body's business;
- Time-tabling all meetings of the college, the Board and committees, calling meetings on proper written notice and distributing agendas and supporting papers;
- Attending and minuting the meetings and ensuring with the Chair and the Principal that appropriate arrangements are made for continuity in the absence of the appointed Clerk;
- Checking the quoracy of meetings;
- Ensuring the timely publication of agendas, draft minutes (when approved by the Chair), signed minutes and supporting papers. Maintaining the Minute Book and issuing certified copies of minutes;
- Formulating, with the Chair and the Principal as appropriate, follow-up instructions that arise from the minutes, and reporting on what action has been taken in response to such instructions. This will include direct support for the Chair;
- Maintaining a separate confidential file (if any) relating to sensitive matters or sensitive staff or student matters;
- Preparing for approval by the Board, committee terms of reference and rules relating to composition, quoracy, chairing and frequency of committee meetings in accordance with the Articles of Association;
- Preparing, for approval by the Board, a written statement of policy regarding attendance at committee meetings by persons who are not committee members and publications of minutes of committee meetings;
- Preparing correspondence on behalf of the Chair of Trustees, the Board of Trustees and its committees.

Appointments

To ensure that all appointments to the Board and committees have been validly made, including:

- Checking the eligibility of current and prospective members;
- Ensuring that all appointments to the Board and committees have been properly made in accordance with the provisions of the Articles of Association and minuted;
- Preparing and issuing, in the name of the Chair, letters of appointment;
- Giving advance notification to the Board of expected vacancies;
- Notifying the Board of all actual vacancies;
- Issuing and receiving on behalf of the Board, notices relating to Trustees;
- Arranging appropriate induction and training programmes for Trustees;
- Advising the Board on recruitment and succession planning for the College Strategy Group (CSG).



MAIN TASKS

Governance Professional

Registers

To be responsible for administering those procedures which have been approved by the Board for making certain information available to the public in accordance with the principle of transparent and open accountability, including:

1. Maintaining:
 - Register of Members' interests
 - Register of all rules of procedures made or authorised by the Board
 - Members' / Trustees' Code of Conduct
 - Members' Record of Attendance at meetings of the College
2. Ensuring that the Registers and copies of the statutory Memorandum and Articles of Association are made available for public inspection.

Common Seal

To be responsible for the proper use of the Common Seal, including:

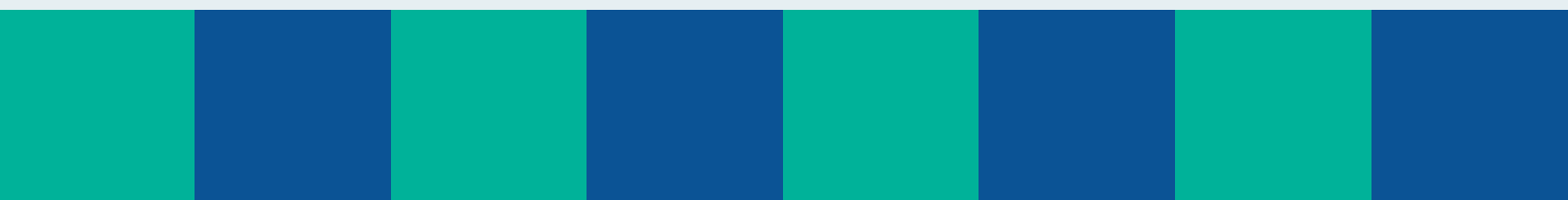
- Keeping the Common Seal in safe custody;
- Ensuring that all deeds and documents to which the Common Seal has been affixed have been properly authenticated.

Other duties

- Work in regular contact with the Principal, Chair of the Board and individual Trustees, and members of the CSG.
- The Governance Professional has access to confidential information and will need to preserve confidentiality.
- The Governance Professional shall undertake such duties as may reasonably be required by the Board.

Additional Information - Working Arrangements

- Hours of work: Minimum of 21 hours per week, Term Time only. The Clerk will be employed under the terms and conditions approved by the Board and which may include an annualised hours arrangement to enable flexibility and the efficient and effective deployment of the postholder's services.
- Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days & the like. These hours to be negotiated with individual staff & time of in lieu / additional payments agreed in advance of such occasions.



MAIN TASKS

Governance Professional

Additional Information - Working Arrangements

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 the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

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.

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

Governance Professional

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification or above (i.e. A-Levels, BTEC National, GNVQ Advanced)	✓		AF/C
Recent and relevant professional development	✓		AF/I
Experience			
Experience in committee work and administration of the meetings of corporate bodies in either the public or private sector	✓		AF/I
Specialist Knowledge			
An understanding of the legal framework within which the Board functions and an appreciation of the need to work within that framework	✓		AF/I/T
Appreciation of the ethical issues relating to the conduct of those in public life and college governors in particular		✓	AF/I/T
Knowledge and understanding of equality and diversity	✓		AF/I
Skills and Abilities			
Ability to provide authoritative advice and assistance, in an accurate and concise manner, at a senior level	✓		AF/I
Administration and organisational skills, particularly the effective management of meetings	✓		AF/I
Good interpersonal skills and the ability to communicate effectively with Governors, individually and collectively, and with a wide range of other individuals, professional bodies and organisations	✓		AF/I
Ability to take clear, concise and accurate minutes and prepare agendas	✓		AF/I
Ability to draft accurately and succinctly	✓		AF
Ability to organise and prioritise time and tasks within the demands of the organisation, and to meet agreed deadlines	✓		AF/I
Ability to work as a member of a team and to perform effectively with a minimum of supervision	✓		AF/I
Flexibility	✓		AF/I
Information Technology skills relevant to the post	✓		AF/I
Ability to prioritise and cope with a demanding workload	✓		AF
Understanding of and commitment to the promotion of equality and diversity, safeguarding and the health and wellbeing of young people and vulnerable adults	✓		AF/I
Willingness to undertake on the job training and to attend relevant staff development programmes	✓		AF

Key: AF = Application Form

I = Interview

T = Test

C = Certificate



INTERVIEW PROCESS

Governance Professional

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a pre-interview task and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk

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

Onboarding

Appointment

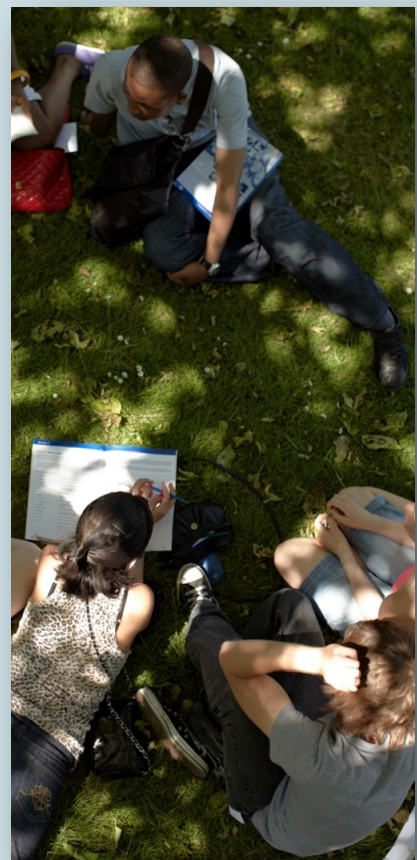
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**
List items requested here (originals must be provided, not photocopies)
- **References**
Satisfactory references received prior to interview
- **Qualifications**
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



TIMELINE

Governance Professional

To apply for this post, please contact our HR department for an application form via email: hrteam@shc.ac.uk

Your completed applications should then be returned via email to: hrteam@shc.ac.uk

Closing date for applications:	22nd January at 10am
Shortlisting:	23rd January
Interviews to commence:	Soon after shortlisting
Start date:	ASAP

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

Telephone:	020 83199725
Email:	hrteam@shc.ac.uk
Website:	www.shc.ac.uk



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