



**WORK AT**  
**SHIPLEY**  
**COLLEGE**

**Head of**  
**Department:**  
**Maths, English and**  
**ESOL**

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## Shingley College - Great people, great place!

**Hours:** Full-time, full year 35 Hours

**Salary:** Scale Points 39-42 £44,495 to £48,612

**Closing Date:** Monday 13th May 2024

**Interview Date:** TBC

**Start Date:** Negotiable

We are seeking to recruit an inspirational, ambitious and student-focussed leader that is dedicated to delivering life-changing learning in Bradford.

Alongside a clear remit to deliver GCSE maths and English to our study programme students; ensuring they improve their English and Maths skills and gain the grades and confidence they need to access further learning and work, is a clear focus on engaging with our community.

We are an anchor institution within Bradford, and as a key college ambassador, your role will be to help those seldom heard to have a voice in shaping their future, supporting them to make progress against their goals and to celebrate their integration into Bradford and the workplace.

Working closely with the Director of Education Programmes for Young People and the Director for our Apprenticeships and Adult Learning Programmes, this is an operational leadership post that must deliver a high performing curriculum team, with our students' needs placed at the centre of each decision made.

<b>Benefits we offer include:</b>	<b>We are looking for someone that:</b>
<ul style="list-style-type: none"><li>• Teachers Pension membership</li><li>• Professional Development opportunities</li><li>• Access to a free gym on site</li><li>• Reduced cost train travel*</li><li>• Access to free onsite car parks</li><li>• Shopping discounts with discount app</li></ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"><li>• Can inspire colleagues and students to become their best, and encourage teachers to motivate and challenge those in their care to make rapid progress</li><li>• Is bold and tenacious in setting high standards and able to support those around them to meet their expectations</li><li>• Has a constructive and collaborative approach to quality improvement and developing skills for lifelong learning</li><li>• Shares our mission to deliver a high value learning experience to our students</li></ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk). Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.



## Job Description

<b>JOB TITLE</b>	Head of Department - Maths, English and ESOL
<b>RESPONSIBLE TO</b>	Vice Principal - Curriculum

## INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## OVERALL PURPOSE OF JOB

- To be a credible role model that supports colleagues to achieve excellence in teaching, learning & assessment
- To set the curriculums strategic intent by working in partnership with civic and community stakeholders and Employers
- To ensure all young students access all elements of their programmes of study and achieve well including gaining experience of work
- To deliver an enriched student experience for all that broadens our students' worldview and increases their opportunities for meaningful employment and progression to further study
- To ensure that all students receive a personalised, high impact educational experience that prepares them well for their future - within a culture of high ambition and aspiration
- To develop and drive continuous improvement and compliance through quality assurance processes that lead to exceptional qualification, skill and personal progression outcomes

- Delivery and consistent review of your curriculum offer to ensure that it makes a strong contribution to meeting the skills needs of regional employers

## **DUTIES AND RESPONSIBILITIES**

- To work with SLT and Directors to set the strategic direction of the department to deliver the skills and behavioural developments that individual students need and that can benefit local employers and our community
- Work with SLT to ensure an ethos of inclusion and support is embedded throughout the college and that a culture of high expectations for all students including those with SEND, high needs and other support needs are met
- To lead a specialist and dedicated team of curriculum professionals to have a demonstrable impact upon student progress, achievement and personal development - working closely with the Head of Learning Support to identify need and scaffold successful learning
- To monitor the effectiveness of staff interventions related to progress in learning (including against EHCP outcomes), engagement, attendance and achievement
- To drive improvements in colleagues' TLA practice, working proactively and collaboratively with the Quality Team and wider college
- To lead your department's Performance Review, Business Planning and Curriculum planning activities, including budgeting and utilisation of staff
- To be responsible for students' academic progress, wellbeing, behaviour management and careers and pastoral guidance throughout their learning journey
- To actively seek out and respond to the student voice – seeing students (and their parents/carers) as primary stakeholders in their learning
- To ensure staff are set ambitious targets and are well scaffolded to achieve those targets through coaching, mentoring and performance management
- To proactively develop and promote close links with employers/industry partners (particularly within our Supported Internship provision) – including staff 'industrial updating' and securing opportunities for work experience
- Enhance the curriculum through employer, community and civic stakeholder engagement; ensuring both you and your staff are connected with the outside world - so that students are ready to contribute in the workplace and to society
- To undertake additional duties that may be required commensurate with the level of responsibility of the post.

## **GENERAL**

- To demonstrate a positive commitment to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.

- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

## PERSON SPECIFICATION

**Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria**

	ESSENTIAL	DESIRABLE
Educated to Degree Level or equivalent	✓	
L4+ Recognised Teaching Qualification in a relevant area	✓	
Leadership and Management Qualification		✓
Maths and English at a minimum of L2 standard	✓	
Has experience of successfully managing and leading a team to support quality improvement and performance management	✓	
Experience of managing the delivery of maths, English and ESOL for students in an FE context	✓	
Experience of building and sustaining relationships with external stakeholders to develop a programme of Adult and Community provision	✓	
A proven record of engaging staff in CPD that supports pride in practice and delivers outstanding outcomes for students	✓	
Experience of effective staff training - including coaching, mentoring and delivery to individuals, small groups and large groups	✓	
An ability to analyse, evaluate and communicate complex data, including determination of appropriate next steps	✓	
Knowledge and understanding of funding streams and how these are used to support delivery of different types of provision, including community learning funding	✓	
Experience of preparing for and successfully leading a team through inspection and/or audit	✓	
Experience of project work including preparing, winning and delivering contracts	✓	
Experience of Business Planning, Performance Review, Budgeting, Staff (and wider Resource) Allocation and SAR and QIP creation and delivery	✓	

## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a

great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of sectors. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the College's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**99%** agreed with the statement: **"I am happy with the teaching on my course"**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**98%** of students agreed with the statement: **"I am happy with the College overall"**