



**WORK AT  
SHIPLEY  
COLLEGE**

# **Head of Department - English & Maths**

**(Remit: 16-19 and 19-24 students with  
High Needs)**

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## **Shipley College - Great people, great place!**

**Hours:** Full time 35 hours per week, per annum

**Salary:** £45,608 - £51,320 per annum

**Closing Date:** Tuesday 6th January 2026  
**Interview Date:** w/c 12th January 2026

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

## **WELCOME TO SHIPLEY COLLEGE**

English and maths are the most important subjects we teach at Shipley College, as they are essential life and workplace skills. We are committed to ensuring that every young person who joins us without a GCSE grade 4 is fully supported to make good progress towards it.

Our English and Maths Resit Strategy sets out a clear, evidence-based model that places student confidence, belonging, and progress in learning at its heart.

This role will provide operational leadership for delivering that strategy for 16–19 students (and 19-24 students with High Needs), ensuring a consistent, whole-college approach that reflects our core message: *"English and maths open doors – for work, for life, and for opportunity."*

The Head of Department will drive a rigorous and ambitious resit programme that blends high-quality teaching, trauma-informed practice, regular assessment, rapid intervention, and close collaboration across curriculum teams.

You will champion a model where students make strong, +1 grade progress each year, celebrate milestones along the way, and experience English and maths through small classes, relational practice, adaptive teaching, live modelling and marking, and clear, consistent curriculum delivery plans. Your leadership will also ensure high attendance expectations, timely and useful early diagnosis of students' granular areas for improvement and their highest value areas of focus, and the strategic use of November resits where appropriate.

This role is central to delivering a high-performing Study Programme experience for 16–19 students.



You will work closely with the Vice Principal for Study Programmes and lead a committed team of tutors, support staff, and coaches to create an environment where every student feels known, valued and capable of success.

Through strong cross-college partnership, employer engagement, targeted interventions and excellent pedagogy, you will transform student confidence, improve long-term earning potential, and equip young people with the critical skills they need for their future careers.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> <li>Enhanced Annual Leave</li> <li>Enhanced Pension Schemes</li> <li>Professional Development opportunities</li> <li>Access to a free gym on site</li> <li>Reduced cost train and bus 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>Inspires colleagues and students to achieve their best and make rapid progress.</li> <li>Sets and maintains high standards, driving improvement with confidence and clarity.</li> <li>Collaborates effectively across teams to deliver a unified English and maths strategy.</li> <li>Turns ideas into action, operationalising strategic priorities with impact.</li> <li>Leads with positivity and purpose, modelling high expectations and a belief in every student.</li> </ul>

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

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the 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.
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## Job Description

<b>JOB TITLE</b>	Head of Department
<b>RESPONSIBLE TO</b>	Vice Principal - Study Programmes

## 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.
- Colleagues 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 making 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 THE JOB

- To lead an ambitious and evidence-based English and maths resit programme that enables every 16–19 (19-24 with an EHCP) student to make strong, measurable progress and achieve the qualifications, skills and confidence they need for their future pathways.
- To inspire, develop and support staff to deliver high-quality teaching, learning and assessment rooted in our college resit model, focusing on belonging, regular assessment, rapid intervention, trauma-informed practice and high expectations for all students.
- To provide clear strategic and operational leadership for English and maths within Study Programmes, ensuring high attendance, effective cross-college collaboration, and a unified message that “English and maths open doors – for work, for life, and for opportunity.”
- To work as part of the Shipley College leadership team with positivity, professionalism and a commitment to our mission—ensuring every decision places young people, their progress and their aspirations at the heart of our practice.

- To lead the non-vocational elements of the study programme, including Future Leaders, Advanced Skills, tutorials, enrichment and wider personal development, through effective line management of the Team Leader for Participation & Development.

## DUTIES AND RESPONSIBILITIES

### Strategic Leadership of English & Maths Resit Provision (16–19)

- Lead the strategic development and implementation of the College's 16–19 (19–24 with an EHCP) English and maths resit strategy, ensuring alignment with effective practice and study programme requirements.
- Ensure a consistent whole-college message about the value of English and maths, promoting the shared mantra: *"English and maths open doors – for work, for life, and for opportunity."*
- Drive high expectations so students make significant, measurable progress each year, celebrating milestones and monitoring in-year progress rigorously.
- Oversee the enrolment and group placement of students to ensure correct class allocation and early identification of those needing additional support, including eligibility for November resits and summer exams.
- Lead a robust attendance approach for English and maths, ensuring strong monitoring, swift intervention and effective collaboration with vocational and pastoral teams.

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### Pedagogical Leadership and Quality of Teaching, Learning & Assessment

- Champion the College's pedagogical model—prioritising belonging, adaptive teaching, modelling, live marking, metacognition and regular low-stakes assessment.
- Promote and monitor the effective use of Century Tech and other platforms, ensuring students complete personalised, adaptive tasks that diagnose gaps, build fluency and stretch all students.
- Ensure all tutors use consistent schemes of learning, high-frequency exam content and agreed lesson structures to support clarity, consistency and strong progression.
- Work with the Head of Teaching, Learning & Innovation to deliver high-quality staff development, coaching and CPD that strengthens subject knowledge, trauma-informed practice and assessment expertise.
- Ensure rapid, targeted intervention for students, directing students swiftly to appropriate support to address misunderstandings before they become barriers to progress.
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## **Curriculum, Data, Quality Assurance and Performance**

- Lead curriculum planning and organisation to create optimal learning conditions, small classes and strong relational practice.
  - Analyse attendance, engagement, progress, regular assessment data and exam-readiness to identify trends and implement timely, evidence-based interventions.
  - Set ambitious performance targets for staff and students, ensuring progress towards grade 4+ is measurable, monitored regularly and acted upon promptly.
  - Ensure compliance with Ofsted expectations, funding rules, safeguarding requirements and all Study Programme frameworks.
  - Oversee preparation for November and summer GCSE and other qualification entries, ensuring students meet attendance, revision and Century Tech expectations.
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## **Cross-College Collaboration and Employer Engagement**

- Work collaboratively with SLT, peers and vocational staff to promote English and maths as core employability skills, supporting consistent messaging across the College.
  - Engage employers to embed industry-relevant literacy and numeracy examples within the curriculum and support employer-led activities that enhance relevance and motivation.
  - Lead and promote cross-college English and maths projects that strengthen engagement, belonging and real-world application.
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## **Leadership of Personal Development and Non-Vocational Study Programme Elements**

- Line-manage and support the Team Leader for Participation & Development to deliver high-quality Future Leaders, Advanced Skills, tutorials, enrichment and wider personal development activities.
  - Ensure these non-vocational elements build the Top Ten Skills that complement students' academic progress, including communication, creativity, critical thinking, decision making, problem solving, leadership, being proactive, resilience, self management, and time management.
  - Monitor attendance, engagement, student voice and outcomes across personal development provision, ensuring it contributes meaningfully to the overall Study Programme experience.
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## Continuous Improvement and College Contribution

- Lead the department's full self-assessment process, working collaboratively with staff to review curriculum performance, identify strengths to build on, and determine priority areas for development.
- Lead departmental Performance Reviews and present to SLT the department's business planning, ensuring curriculum planning, staffing and resources align with improvement priorities and the needs of students.
- Produce a clear and ambitious Quality Improvement Plan (QIP) informed by the self-assessment process, student outcomes and strategic objectives.
- Monitor progress against the QIP throughout the year, ensuring actions are implemented effectively, reviewed regularly, and lead to measurable improvements in teaching, learning, assessment, attendance and student outcomes.

## GENERAL

- 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 students 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. To demonstrate a positive commitment to the maintenance of a culture of

## 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 CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Hold Level 2 Literacy and Numeracy (or equivalent)- <b>must be evidenced at the interview with original certificates</b>
Educated to Degree Level or equivalent - in English or Maths
Minimum L4+ Recognised Teaching Qualification
Experience of successfully leading and managing staff to improve the quality of teaching, learning and assessment within a Further Education setting.
Comprehensive understanding of English and maths policy and practice within Study Programmes and the Further Education and Skills sector, including current curriculum requirements, funding models, curriculum offer, effective practice and national reforms
Proven experience in developing and implementing effective strategies to raise standards and achievement in English and maths provision for 16–19 (19-24 with an EHCP) students
Experience of using student performance data (attendance, engagement, assessment) to drive improvement, management of people to achieve targets and inform targeted interventions.

### HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Leadership and Management Qualification
Experienced at planning and reviewing curriculum through Performance Reviews and Business Planning, including experience at preparing Self Assessment Reports and Quality Improvement plans that deliver improvements
Oversee tracking and monitoring to ensure student progress and achievement is outstanding and that students are retained, achieve and progress to positive destinations
Experience in successfully supporting, developing and training staff - including coaching, mentoring and delivery to individuals, small groups and large groups
A proven track record of engaging staff in CPD that supports pride in practice and outstanding outcomes for students



Experience of preparing for and successfully leading a team through Ofsted inspection
Experience of efficient budget management
Commitment to own ongoing Continuous Professional Development
Willingness to work variable hours when necessary to meet the requirements of the post

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Experience of ensuring inclusive practice that enables Equality, celebrates Diversity and supports students with a range of needs.
Demonstrable commitment to safeguarding, student wellbeing and creating a positive, trauma-informed learning environment.
Knowledge and experience of Safeguarding and the PREVENT agenda



## Message from the Principal



Shipleigh 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.

Shipleigh 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.

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.

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 Departments. 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.

**Diana Bird**  
**Principal**

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## Shipleigh College Mission Statement

**To be a beacon of opportunity, transforming lives through learning.**

### **OUR CORE VALUES - THRIVE!**

**Transformational:** We champion lifelong learning, leading by example and fostering a culture of growth for all.

**Heritage:** We value our history and invest in our future.

**Relationships:** We build strong partnerships and work together to achieve shared goals

**98% of students agree that the College is a safe place to learn.**

**Inclusion:** We foster a welcoming, caring and equitable environment for you.

**Vision:** We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

**Excellence:** We are dedicated to delivering exceptional education and achieving outstanding outcomes.

**96% of students agree that College staff are friendly and helpful.**

