



# WORK AT SHIPLEY COLLEGE

## Vice Principal Study Programmes

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

**Hours:** 37 hours per week (full time)

**Salary:** Spine 55-57, £73,133 - £77,584 FTE

**Closing Date:** 9am on Thursday 18th December

**Interview Date:** W/c Monday 5th January 2026

**Start Date:** To be agreed

### WELCOME TO SHIPLEY COLLEGE

As Vice Principal for Study Programmes, you will provide inspirational leadership for our 16–18 (up to 24 with EHCP) curriculum, ensuring every student experiences life-changing learning and achieves their full potential. Working as part of the Senior Leadership Team, alongside the Principal and two Vice Principals, you will shape and deliver the College's strategic priorities for young people, collaborating across the organisation to drive excellence in teaching, learning, outcomes, and progression.

If you are excited by the opportunity to deliver life-changing learning within a culture of excellence and care then **please review the essential and highly desirable criteria and consider applying for this role.**

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"><li>• Pension Schemes</li><li>• Professional Development opportunities</li><li>• Access to a free gym on site</li><li>• Reduced cost train &amp; 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>• Is educated to master's degree level</li><li>• Has a Professional teaching qualification</li><li>• Is an inspiring, strategic leader who drives excellence across Study Programmes.</li><li>• Is passionate about student progress, achievement, and destinations.</li><li>• Is collaborative and motivating – able to lead teams with energy, clarity, and purpose.</li><li>• Is committed to delivering exceptional experiences and opportunities for every learner.</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.

## Job Description

<b>JOB TITLE</b>	Vice Principal Study Programmes
<b>RESPONSIBLE TO</b>	Principal and CEO

## 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 THE JOB

The Vice Principal Study Programmes will provide strategic and operational leadership for Shipley College's study programmes, ensuring that all 16–19 learners and young people with EHCPs benefit from an outstanding educational experience and achieve exceptional outcomes.

Reporting to the Principal and working closely with the Vice Principals for Curriculum & Quality and for Finance & Planning, the postholder will lead on all aspects of student recruitment, attendance, retention, achievement, and destinations for Study Programme learners.

They will line manage Heads of Department delivering Study Programme provision and the Head of English and Maths (with responsibility for Study Programme learners).

The postholder will act as the Nominee or Shadow Nominee for Ofsted inspections, in collaboration with the Vice Principal Curriculum & Quality.

They will be part of the Senior Leadership Team, contributing to the strategic leadership and operational success of the College.

This role does not hold responsibility for adult learning, apprenticeships or cross-college quality systems, which are led by the Vice Principal Curriculum & Quality.

## DUTIES AND RESPONSIBILITIES

### Strategic Leadership

- Provide strategic leadership and management for all 16–19 (and EHCP 16-24) study programmes, ensuring high-quality, inclusive and ambitious provision.
- Collaborate closely with the Principal and Vice Principals to shape and deliver the College's Strategic Plan and associated performance objectives.
- Lead on student recruitment and progression strategies, ensuring year-on-year growth in Study Programme enrolments and positive destinations for all learners.
- Champion Shipley College's THRIVE values, promoting excellence, inclusion and continuous improvement across all areas of responsibility.
- Report regularly to the Principal and the College Corporation on progress, performance and outcomes relating to study programmes, ensuring transparency and accountability for all key indicators.

### Curriculum and Quality

- Lead the design, planning and coordination of the 16–19 (24 with EHCP) study programme curriculum, ensuring that it meets local, regional and national priorities.
- Work collaboratively with the Vice Principal Curriculum & Quality to ensure teaching, learning and assessment within study programmes are consistently outstanding.
- Lead the work with employers to inform the design and delivery of the curriculum and provide invaluable experience of the world of work, including high-quality work placements for all students.
- Support the continuous improvement of English and maths for 16–19 (24 with EHCP) learners, ensuring effective collaboration across all departments.
- Ensure that all study programmes embed additional elements such as employability, personal development and enrichment in line with funding and inspection requirements.
- Work within the quality and teaching frameworks led by the Vice Principal Curriculum & Quality, ensuring consistent implementation and continuous improvement across Study Programme provision.

### Performance and Outcomes

- Be accountable for attendance, retention, achievement and destinations across study programmes, securing measurable year-on-year improvement.
- Oversee performance monitoring and data analysis for Study Programme provision, ensuring accuracy, timeliness and compliance with funding and audit requirements.
- Contribute to the college's self assessment report, with responsibility for Study Programmes.
- Ensure high expectations and clear accountability within teams, fostering a culture of aspiration and success.

- Lead targeted interventions to address areas of underperformance and drive sustained improvement.
- Be part of the team that observes teaching, learning and assessment.

## **Line Management and People Leadership**

- Provide strong, visible leadership for Heads of Department delivering Study Programme provision and the Head of English and Maths (Study Programmes).
- Ensure clear communication, accountability and professional development across all line-managed teams.
- Promote collaboration, innovation and reflective practice to drive continuous improvement.
- Contribute to the identification and development of future leaders within curriculum teams.

## **Collaboration and College Leadership**

- Work collaboratively with the Senior Leadership Team to deliver cross-college priorities, ensuring joined-up approaches to quality, inclusion and resource management.
- Collaborate with the Vice Principal Finance & Planning on curriculum planning, financial efficiency and funding compliance across study programmes.
- Contribute to whole-college quality assurance and inspection readiness, supporting evidence-gathering and self-assessment activity.
- Play an active role in Ofsted inspections as the College's or Shadow Nominee, working closely with the Vice Principal Curriculum & Quality.
- Represent Shipley College externally, developing partnerships with schools, employers and community organisations to enhance recruitment and progression opportunities.
- Work in partnership with the Vice Principal Curriculum & Quality to ensure coherence and alignment across all curriculum areas, maintaining a seamless student experience and shared commitment to excellence.
- Lead strategic projects that enhance the student experience and strengthen the College's position within the local education landscape.
- Deputise for the Principal as required.

## **GENERAL**

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- 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

## 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.***

Level 2 (or above) in English and maths ( <i>original certificates must be available prior to application</i> )
Degree
Master's Degree
Level 4 or above Teaching Qualification
Significant leadership experience in FE, including management of Study Programmes
Strong understanding of funding, compliance and data management for Study Programme provision
Experience as a teaching and learning observer, providing developmental feedback
Proven ability to drive improvements in student recruitment, attendance, retention, achievement and progression
Experience of contributing to successful inspection outcomes
Excellent organisational, interpersonal and project management skills
Ability to inspire, motivate and empower teams to deliver exceptional outcomes
Experience of working collaboratively with employers and industry partners to design and deliver curriculum enrichment, including placements, visits, masterclasses or employer-set projects that inform teaching and learning.

## 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.*

Experience of leading English and maths provision for 16–19 learners
Evidence of working effectively as part of a senior leadership team
Experience of staff recruitment and selection
Proven track record of increasing student recruitment numbers year on year
Experience of leading student engagement or enrichment initiatives
Experience of teaching on study programmes
Experience of working with and reporting to governors

Excellent communication skills
Creative approach to problem solving
Ability to work flexible hours as required by the role

## DESIRABLE CRITERIA

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

Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of effective and compliant Safeguarding
Knowledge of delivering 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.

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, Study Programme 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.

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.

**Diana Bird**  
**Principal**

## 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

**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.

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

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

