



# WORK AT SHIPLEY COLLEGE

## Assistant Principal High Performance and Opportunity

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

**Hours:** Full time (37 hours)

**Salary:** Spine 50-53, £65,620 - £71,697 FTE per annum

**Closing Date:** Monday 2nd February 2026 at 9am

**Interview Date:** Week Commencing 9th February 2026

**Start Date:** asap

### WELCOME TO SHIPLEY COLLEGE

As Assistant Principal for High Performance and Opportunity, you will work directly with the Principal to lead and deliver strategic projects that enhance performance, opportunity and innovation across all areas of the College. This is a pivotal, high-impact role for an energetic, analytical and creative leader who turns ideas into action — someone who takes good practice and makes it exceptional. You will also identify and secure additional funding opportunities, leading bid development and project delivery, and line-manage the Partnerships Team to maximise external partnerships and income. You will play a key role in driving forward the College Development Plan and Quality Improvement Plan, collaborating with colleagues at every level to embed excellence, champion innovation and create the best possible opportunities and outcomes for all learners.

If you feel 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.**

<b>Benefits we offer include:</b>	<b>We are looking for someone who has:</b>
<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 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>• Has a degree</li> <li>• Has a Professional teaching qualification</li> <li>• Is energetic, determined, and methodical – someone who makes things happen.</li> <li>• Is a strategic, data-driven leader who drives improvement through innovation and evidence.</li> <li>• Is a natural collaborator who builds trust and brings people with them on the journey.</li> <li>• Is passionate about education, quality, and opportunity for all learners.</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).

<p>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.</p>	<p>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.</p>
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# Job Description

<b>JOB TITLE</b>	Assistant Principal High Performance and Opportunity
<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 Assistant Principal High Performance and Opportunity will play a key role in delivering the College's vision for excellence by leading strategic improvement and innovation projects that enhance opportunity, quality and outcomes for learners of all ages. Reporting directly to the Principal, the postholder will take responsibility for a diverse portfolio of cross-college initiatives aligned with the Strategic Plan, College Development Plan and Quality Improvement Plan, ensuring that each project delivers measurable impact and lasting benefit.

Working collaboratively with Vice Principals, Heads of Department and professional service leads, the postholder will support the design, delivery and evaluation of initiatives that strengthen teaching, learning, assessment, systems, culture and performance. They will act as a catalyst for innovation — identifying what works well, sharing best practice, and scaling up success.

The postholder will also identify and secure additional funding opportunities to support the College's strategic priorities, overseeing bid development, project planning and delivery to ensure funding is maximised and used effectively. In this context, they will line-manage the Partnerships Team, providing clear strategic direction, and ensuring strong external partnerships that enhance opportunity, innovation and financial sustainability.

They will combine strategic insight with detailed analysis to identify opportunities for improvement, ensuring that systems, processes and performance measures are efficient, effective and aligned to the College's quality frameworks.

This role offers an exceptional professional development opportunity for an ambitious leader aspiring to future principalship. The postholder will gain a strategic overview of the entire organisation, leading projects that shape improvement, strengthen collaboration and drive the College towards its ambition of being outstanding in all areas.

## DUTIES AND RESPONSIBILITIES

### 1. Strategic Leadership and College Improvement

- Lead and deliver high-impact, cross-college projects as directed by the Principal, designed to enhance performance, opportunity, and innovation.
- Contribute to the development and successful delivery of the Strategic Plan, College Development Plan and Quality Improvement Plan, ensuring projects are aligned with strategic priorities.
- Collaborate with Vice Principals, Heads of Department and Service Heads to drive improvement through evidence-based practice.
- Analyse data and complex situations to identify key drivers of performance, opportunities for innovation, and barriers to success.
- Engage and inspire staff at all levels to embed a culture of continuous improvement and professional pride.
- Provide analytical insight and recommendations to support senior leaders in decision-making and performance monitoring.
- Report regularly to the Principal and the College Corporation on progress, outcomes and the impact of improvement and innovation initiatives.

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### 2. Driving Excellence and Innovation

- Identify, test and scale initiatives that enhance teaching, learning, student experience, systems or services.
- Support and strengthen the College's quality assurance and improvement frameworks through evidence-based improvement activity.
- Champion the use of data and evidence to inform strategic improvement and innovation.

- Lead or support projects that extend opportunity for learners, including partnerships, enrichment, and digital innovation.
- Promote high standards and innovation across teams, celebrating success and embedding a culture of ambition and creativity.
- Demonstrate a strong understanding of Ofsted's Education Inspection Framework and its application within Further Education, ensuring all improvement activity aligns with inspection priorities and contributes to outstanding outcomes.

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### **3. Innovation and Opportunity Development**

- Lead the identification, development, and delivery of new projects and income streams including Skills Bootcamps, commercial programmes, and externally funded initiatives.
- Manage the Partnerships Team to ensure the effective generation, implementation, and management of new ventures.
- Build strong external partnerships with employers, funding bodies, and community stakeholders to enhance the College's reputation, profile, and reach.
- Drive a culture of innovation and enterprise across the College, supporting staff to think creatively and embrace new opportunities.

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### **4. Collaboration and Leadership**

- Work collaboratively across curriculum and service areas to embed sustainable improvements and foster collective accountability.
- Support Vice Principals and Heads to implement agreed priorities and monitor their impact.
- Act as a visible, collegiate leader who models professional curiosity, accountability, and collaboration.
- Support the Principal and Senior Leadership Team in promoting the highest standards of professionalism, integrity and engagement across the College.
- Deputise for members of the Senior Leadership Team as required.

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## 5. Project and Performance Management

- Ensure all improvement and innovation projects have clear objectives, deliverables, and evaluation measures.
- Track and analyse data to evidence impact, identify trends, and recommend refinements.
- Streamline systems, processes and workflows to improve efficiency and effectiveness across curriculum and service areas.
- Maintain momentum and ensure completion of initiatives — acting as a “starter-finisher” who turns plans into tangible outcomes.
- Ensure all activity aligns with the College’s strategic aims, quality standards, and funding compliance.

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## 6. People and Culture

- Support a positive culture of high performance, inclusion and wellbeing across all areas of the College.
- Champion professional development, reflective practice and continuous improvement.
- Work with leaders and managers to embed effective performance management and accountability frameworks.
- Lead by example in demonstrating the College’s **THRIVE** values and commitment to equality, diversity, and inclusion.

## 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
Degree
Level 4 or above Teaching Qualification
Proven experience in a leadership role within Further Education or a similar environment
Strong understanding of curriculum planning, funding, quality assurance, and performance improvement
Demonstrable success in leading complex projects and delivering measurable outcomes
Proven experience of people management, including managing performance, appraisals, and staff wellbeing
Proven ability to build, lead and sustain a positive organisational culture focused on accountability, engagement and collaboration
Demonstrable experience in improving systems and processes to enhance organisational effectiveness and performance
Excellent analytical skills with the ability to interpret and use data effectively
Dynamic, results-driven leader with exceptional communication, influencing, and problem-solving skills
Proven ability to engage staff at all levels and drive sustainable change through collaboration

High levels of resilience, energy, and tenacity – able to see initiatives through from concept to completion

Strong organisational skills, with the ability to manage multiple priorities

Comprehensive understanding of the Ofsted Education Inspection Framework (EIF) and its implications for quality improvement and leadership in Further Education.

## **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 in developing and delivering commercial or externally funded projects (e.g. Skills Bootcamps, adult skills funding)

Knowledge of emerging trends and innovation within Further Education.

Experience of managing business development or income-generating teams

Experience in curriculum innovation or cross-college improvement initiatives

Commitment to inclusive practice and learner-centred improvement.

Experience of using project management methodologies

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



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, 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**

## Shipley 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.**