



**WORK AT
SHIPLEY
COLLEGE**

Head of Department

Shipley College - Great people, great place!

Hours: Full time 35 hours per week, per annum

Salary: £45,608 - £51,320 per annum

Closing Date: **Friday 19th September 2025 at 9am - (*We may close the advert early if sufficient applications are received. So early applications are advised*)**

Interview Date: **TBC**

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

WELCOME TO SHIPLEY COLLEGE

Are you an inspirational leader with a passion for education? Shipley College is seeking a dynamic Head of Department.

In this role, you will ensure that our students are well-equipped to meet the needs of local employers and that they emerge as confident, skilled professionals ready to make a difference.

You will have high expectations of those around you and will drive continuous improvement and compliance that leads to students gaining exceptional qualifications, skills and personal progression outcomes.

Working closely with the Assistant Principal for Curriculum and Skills, this is an operational leadership post that must deliver a high performing curriculum team, with our students' needs and those of our external employer partners placed at the heart of each decision made. We welcome applications from Leaders and Managers with strong, demonstrable track records of delivering high quality learning experiences from all disciplines within a Further Education College (s).

The sector delivers a wide variety of programmes including T levels, Study Programmes, Apprenticeships and courses for Adults, which makes this an engaging remit for the successful applicant.

If you are ready to take on this exciting challenge to shape the future workforce of West Yorkshire and drive excellence in education, we would love to hear from you!



Benefits we offer include:	We are looking for someone who:
- Enhanced Annual Leave - Enhanced Pension Schemes - Professional Development opportunities - Access to a free gym on site - Reduced cost train and bus travel* - Access to free onsite car parks - Shopping discounts with discount app *qualifying period applies	- Can work with businesses and business leaders in the Bradford City region - able to connect with them with authenticity and currency - Can inspire colleagues and students to become their best - motivating and challenging those in their care to make rapid progress - Is bold and tenacious in setting high standards - able to support those around them to meet expectations - Has a constructive and collaborative approach to teamwork - with both internal and external stakeholders - and is centered by our mission to deliver a high value learning experience to our students

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to 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

JOB TITLE	Head of Department
RESPONSIBLE TO	Assistant Principal - Curriculum and Skills

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 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 deliver an outstanding learning experience, in which your daily work shapes our students' future.

To be ambitious and to raise the aspirations of all that we work with, and to believe in all of our students - with no exceptions.

To scaffold and manage the progress of all students within your care, ensuring that they achieve their core qualifications whilst helping them to learn the broader skills and behaviours they need to be successful in life and work.

To work as part of the Shipley College team, in which we all contribute to the broader success of our college with a can-do attitude and unconditional, positive regard for all.

DUTIES AND RESPONSIBILITIES

- To work with the Senior Leadership Team (SLT) and Assistant Principal 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, Assistant Principal and Head of Quality and Standards and Head of Teaching, Learning and Innovation 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 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 – including staff 'industrial updating', collaborative curriculum design and securing opportunities for student work experience
- Enhance the curriculum through employer, community and civic stakeholder engagement; ensuring both you and your staff are well 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 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)- must be evidenced at the interview with original certificates
Educated to Degree Level or equivalent
L4+ Recognised Teaching Qualification
Has experience in successfully managing and leading a team to improve quality, the student experience and their outcomes within a Further Education setting
Knowledge and experience of Equality, Diversity and Inclusion

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.

Understanding of the sector (Digital & Creative), qualification offer and implications of curriculum reform
Experience across a range of different provision types including Study Programmes, Apprenticeships, Adult Skills courses including community based and Tailored Learning, project / commercial courses, and leisure/lifestyle courses
Understanding of local, regional and national priorities, including skills needs, reforms and different funding types
Connected to industry, and uses these links with regional and national employers well to benefit both students and business
Current knowledge of new developments in the relevant employment sectors (Digital and Creative)
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
Ability to analyse, evaluate and communicate complex data, including determination of appropriate next steps and the management of people to achieve targets
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.

Leadership and Management Qualification
Knowledge and experience of Safeguarding and the PREVENT agenda
Clean driving licence and access to a car with business use insurance

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

Shipleigh 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

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

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

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

