



WORK AT SHIPLEY COLLEGE

Head of Department - Business, Travel and Tourism and Horticulture

Shingley College - Great people, great place!

Hours: Full time, full year 35 Hours

Salary: £44,495 to £48,612. *(We may close the advert early if sufficient applications are received. So early applications are advised)*

Closing Date: Monday 22 July 2024 at 09:00 am

Interview Date: To be confirmed.

Start Date: September 2024 (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are seeking to recruit an exceptional Head of Department to lead the Business, Travel and Tourism and Horticulture team.

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

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 and those of our external employer partners placed at the centre of each decision made.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> • Enhanced Annual Leave • Enhanced pension contributions • Access to a free gym on-site • Reduced cost of train travel* • Access to free on-site car parks • Professional Development opportunities • Shopping discounts with discount app • Occupational Health Services <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • 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 centred by our mission to deliver a high value learning experience to our students

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

JOB TITLE	Head of Department - Business, Travel and Tourism and Horticulture
RESPONSIBLE TO	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 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 JOB

- To be a credible role model that supports colleagues to achieve excellence in teaching, learning & assessment
- To set the curriculum's 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 experience for students of all ages - that broadens their worldview and increases their opportunities for meaningful employment, promotion 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 and Directors 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.***

Educated to Degree Level or equivalent
Hold Level 2 Literacy and Numeracy (or equivalent)
Has experience in successfully managing and leading a team to improve quality, the student experience and their outcomes within a Further Education setting

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.

A proven track record of engaging staff in CPD that supports pride in practice and outstanding outcomes for students
Is connected to industry, and uses these links with regional and national employers well to benefit both students and their business
An ability to analyse, evaluate and communicate complex data, including determination of appropriate next steps and the management of people to achieve targets
Understanding of local, regional and national priorities, including skills needs, reforms and funding
Oversee tracking and monitoring to ensure student progress and achievement is outstanding and that students are retained, achieve and progress to positive destinations
Commitment to ongoing Continuous Professional Development
Holds current knowledge, regarding new developments in the relevant industries
Has experience in training staff - including coaching, mentoring and delivery to individuals, small groups and large groups.
Experience of preparing for and successfully leading a team through inspection and/or audit
Willingness to work variable hours when necessary to meet the requirements of the post
Excellent communication skills
Leadership skills
Creative approach to problem solving
Highly productive and accountable
Ability to work flexible shift patterns as required
Ability to use initiative

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 Equality, Diversity and Inclusion
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



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 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.

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

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

97% 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.

