



Shiplely 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.

Shiplely 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 sectors.

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.

You can download an application pack from our College website www.shiplely.ac.uk or alternatively to request an application pack, please contact Shiplely College Central Support on 01274 327395 or email jobs@shiplely.ac.uk.

Completed application forms and equalities monitoring forms should be returned to jobs@shiplely.ac.uk or alternatively by post to Central Support, Shiplely College, Salt Building, Victoria Road, Saltaire, BD18 3LQ. 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.

Nav Chohan, Principal



SHIPLEY COLLEGE'S MISSION STATEMENT

To provide high quality, inspirational education and training that meets the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Responsiveness	To the needs of students, employers, government initiatives and our local community
Respect	Celebrating the diversity of our students and staff
Collaboration	We are a team that works in a spirit of openness and integrity
Professionalism	Striving for excellence and sustainability in all that we do, staff . actively maintain the ethos of the College to ensure all students are supported and encouraged to achieve their personal best.

97% of students agreed with the statement "I am happy with the College overall"

99% agreed with the statement "I am happy with the teaching on my course"

85% in agreement that; "Shipley College offers training and/ or assessment in a flexible way that meets your needs" versus a National College Average of 80%

86% agree that "Shipley College delivers training that reflects up to date practices in your industry/ sector" versus a National College Average of 80%



What our students say about Shipleigh College

'I really enjoy it here and would highly recommend the College as an alternative to 6th form to anyone!
Harry, Sport

'I am now on the Level 3 Childcare course in my second year. I currently work at a nursery twice a week which was a little daunting at first but College prepares you for professional life'
Saif, Childcare

'I would recommend apprenticeships at Shipleigh College, because the tutors support your ambitions!
Katie, Business Administration Apprentice

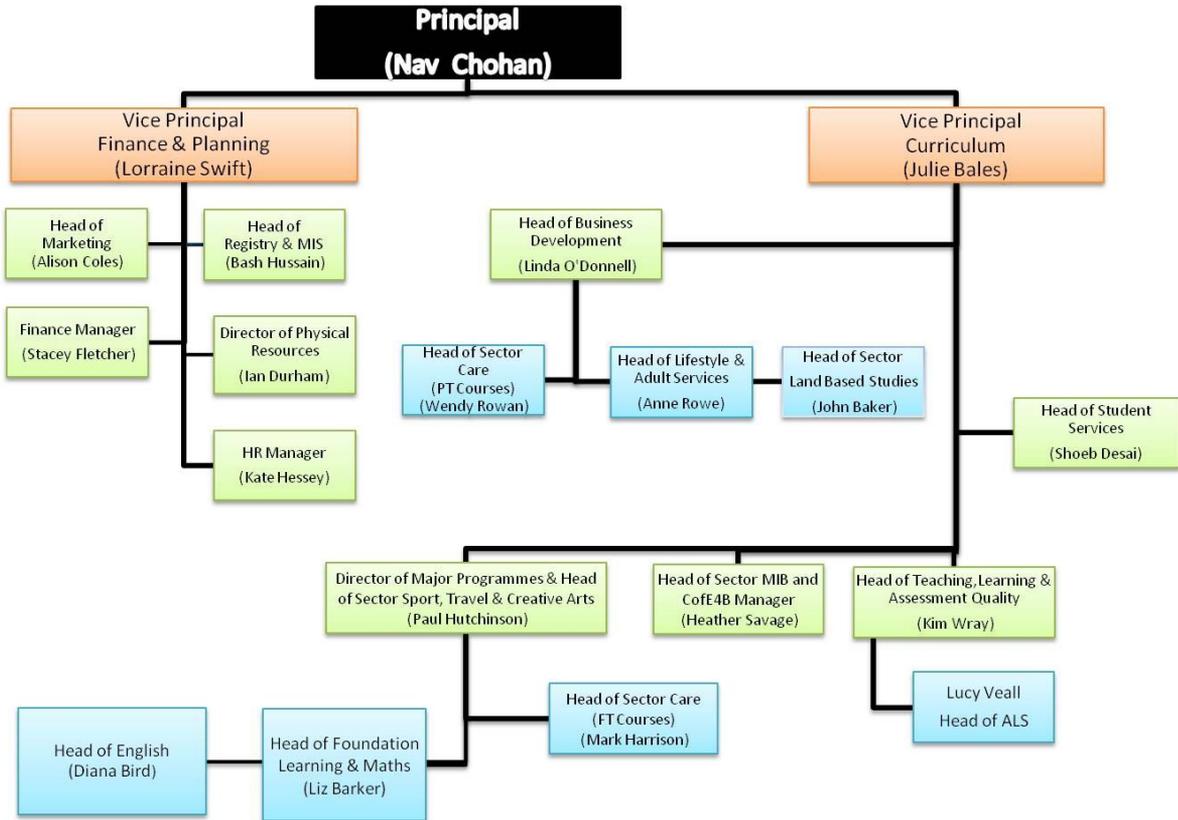
'I prefer a quieter, more tranquil environment when I'm studying so I can concentrate. I'm hoping my course will lead me to university to study Fashion or Graphic Design'
Junaid, Art & Design

'My class is so diverse with people of different ages, backgrounds and goals, but we all get on so well. I hope to go on to a career in Social Work as it's close to my heart'
Tabinda, Access to Social Sciences

'My employer has been terrific with me and has encouraged me to be more creative. Her experience has helped shape mine'
Hannah, Floristry Apprentice

'The course here has been excellent and has instilled me with the skills and knowledge to hopefully go on and secure a job or an apprenticeship'
Vanessa, Horticulture Apprenticeships

Organisational Chart





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. Successful candidates will be required, where appropriate, to undergo a Disclosure and Barring service (DBS) Disclosure Check.

Internal & External Job Opportunities
Care Sector

Centre Manager and Lecturer for Teacher Education

Points 21 - 33 (£22,617 - £32,171 fte)

To deliver Teacher Education on 12 Saturdays throughout the year and also to undertake observations of trainee teachers as required

OVERALL PURPOSE OF JOB

To act as Centre Manager for the PGCE and Cert.Ed qualifications. To include teaching, learning and assessment and contribute to the effectiveness and achievement of the teacher education qualifications, working closely with the Head of Sector. To undertake duties associated with planning, assessment, coordination, verification, administration, managing learning environments and learning materials.

How to apply - Please click on the link below to download an application pack. Completed application forms should be returned to ShIPLEY COLLEGE, Central Support, Salt Building, Victoria Road, Saltaire, BD18 3LQ or alternatively by email jobs@shipleys.ac.uk
<https://sites.google.com/a/shipleys.ac.uk/staff-intranet/hr-central-admin/vacancies>

Closing date - noon Thursday 27th April 2017

Interview date (1st stage) - Monday 8th May 2017 afternoon
Interview date (2nd stage) - Saturday 20th May 2017 morning

Start date - as soon as possible



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	Centre Manager and Lecturer for Teacher Education
SCALE AND SALARY RANGE	Points 21 - 33 (£22,617 - £32,171 fte)
HOURS OF WORK	Minimum 17.5 hours per week (0.5) to include approximately 10 mandatory Friday meetings at Huddersfield University and 12 Saturdays per year. Flexibility required to ensure timely observations of trainee teachers
RESPONSIBLE TO	Head of Sector
SPECIAL CONDITIONS	All posts are subject to a successful probationary period of 12 months and a satisfactory Enhanced DBS clearance check

The following information is furnished 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:

- 1 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.
- 2 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.

OVERALL PURPOSE OF JOB

To act as Centre Manager for the PGCE and Cert.Ed qualifications. To include teaching, learning and assessment and contribute to the effectiveness and achievement of the teacher education qualifications, working closely with the Head of Sector. To undertake duties associated with planning, assessment, coordination, verification, administration, managing learning environments and learning materials.

DUTIES AND RESPONSIBILITIES

- To provide effective management of the PGCE and Cert Ed. qualifications
- To work closely with Huddersfield University to ensure the highest achievement levels, including attendance at all compulsory consortium meetings and liaising with DALO
- To ensure sustainability and further growth of these courses through recruitment and development of additional Huddersfield University validated, teaching qualifications
- To manage the trainee recruitment process in accordance with University policy and procedure
- To supervise trainees through the APEL process

- To provide the highest quality teaching, learning and assessment to learners using the most appropriate and innovative methods
- To produce the highest quality learning and assessment materials and assignments and use the most up to date and appropriate resources to support learning and assessment
- To undertake formal assessment of learner achievement and offer clear and timely feedback on progress and opportunities for progression to learners
- To ensure the smooth running of courses, including timely and accurate completion of student attendance records, retention and achievement records, maintaining excellent classroom management and positive learner behaviour whilst observing College regulations
- To carry out a full evaluation of the programme; maintain the course file, support the effective use of student and employer satisfaction surveys, complete required course review documentation and act upon recommendations for course improvement as part of the quality system
- To establish, where appropriate, effective working relationships with examining and accrediting bodies, support correct registration of and exam entries for learners on courses, systems for internal verification, external verifier and moderator visits and to undertake internal verification duties as required
- To assist the Head of Sector and team in the planning and costing of new programmes taking into account curriculum changes and labour market requirements and other relevant factors
- To contribute to curriculum development and establishing a culture of continuous improvement and innovation
- To provide students with regular reports of progress and offer guidance on how to improve performance
- To advise the Head of Sector/budget holder of any required equipment and materials
- To maintain a current knowledge of the subject area, developments in further education and training, the regulations that apply to particular programmes and, where appropriate, industrial and commercial trends that may relate to education and training
- To attend Course Team, Sector and College meetings and external meetings appropriate to the post
- To represent the College at appropriate and agreed public occasions, such as recruitment events, and to promote the best interests of the institution by creating a positive impression of the College to potential clients
- To contribute to the marketing and promotion of courses in the Sector

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and to the maintenance of a culture of continuous quality improvement and innovation
- To undertake Staff Development/CPD Training as required by the nature of the post and the range of duties described within the job description and demonstrate a commitment to continuous personal and professional development
- To use a range of digital technologies (IT), including Google classroom, appropriate to the the role

- 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 your own safety and the effects of your own actions on colleagues, students and visitors
- To safeguard and promote the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with
- To support and promote the College's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the College's negative environmental impacts wherever possible
- To undertake such other duties commensurate with the grade of the post as may reasonably be required at the initial place of work or at other locations in the College catchment area

PERSON SPECIFICATION – CENTRE MANAGER & LECTURER

Criteria	Essential	Desirable	How identified
Education and Qualifications	<p>A masters qualification * or currently working towards</p> <p>A Level 5 Teaching Qualification or higher</p> <p>Relevant Degree or professional qualification</p> <p>Prepared to start working towards Level 2 in English and Maths (equivalent) in the first year of employment and complete by the end of second year of employment</p>	Level 2 in English and maths (equivalent)	A
Experience and Knowledge	<p>Experience as a Centre Manager for Teacher Training.</p> <p>Significant experience as a teacher in the lifelong learning sector</p> <p>Relevant current and successful teaching experience on a PGCE/Cert.Ed programme</p> <p>Curriculum development in FE and HE</p> <p>Production and development of learning and assessment materials</p> <p>Awareness of current trends, practices and innovation in education</p> <p>Production of schemes of work</p> <p>Use of successful blended learning models</p> <p>Awareness and implementation of Quality assurance and assessment procedures</p>	<p>Experience as a Centre Manager for Huddersfield University on the PGCE/ Cert. Ed programme.</p> <p>Use of Edmodo or similar</p> <p>Use of a VLE</p> <p>Providing effective support for disaffected/disengaged learners</p> <p>Working in a range of multi-racial situations in a post 16 educational setting</p> <p>A working understanding of study programmes</p>	A I R S/L
Skills and Abilities	<p>Ability to teach the full range of Teacher Ed programs</p> <p>Ability to deliver the highest standards of teaching and learning and to maximise efficient delivery</p> <p>Competent and innovative use of digital technology (IT) for learning, course management and associated administrative duties</p> <p>Ability to work effectively under pressure to meet deadlines</p> <p>Professional image with excellent communication and interpersonal skills</p> <p>Ability to develop appropriate programmes to meet identified needs and requirements</p> <p>Ability to lead and motivate a team</p> <p>Ability to cope with and manage change</p> <p>Ability to create strong relationships with learners, including coaching for success</p> <p>Ability to model effective integration of the minimum core into teaching sessions</p>	Ability to speak other languages is considered an advantage for any post	A I R S/L
Other	<p>Able to work approx. 10-12 Saturdays per year.</p> <p>Ability to attend regular meetings at Huddersfield Uni (currently on a Friday)</p> <p>Willingness to work to a flexible attendance pattern including evenings</p> <p>Satisfactory Enhanced DBS check</p>	Full, Clean driving licence	A I S/L DBS

Key

A – Application form

Ass - Assessment

DBS - (enhanced DBS check, clear)

I - Interview

P - Presentation

R - References

S/L - short listing

Job Description/Person Specification	
Compiled by	W.Rowan/K.Hessey/D.Bird
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