



Shiplely College is a wonderful place to start or 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 in November last year.

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.

By Friday 28th April at 12.00 noon, 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

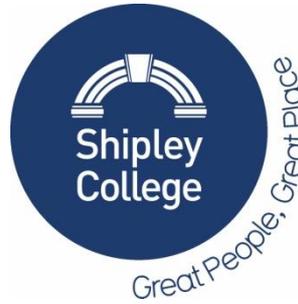
Responsiveness	To the needs of students, employers, government initiatives and our local community
Respect	Celebrating the diversity of our students and staff
Collaboration	We are a team that works in a spirit of openness and integrity
Professionalism	Striving for excellence and sustainability in all 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% of students agreed with the statement "I am happy with the teaching on my course"

85% of employers 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% of employers 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 Shipley College

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

Harry, Sport

'I started on the Music Level 2 course, worked hard and managed to progress to the Level 3. I hope to go on to university and learn more about recording processes'

Bailey, Music Technology

'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 Shipley 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

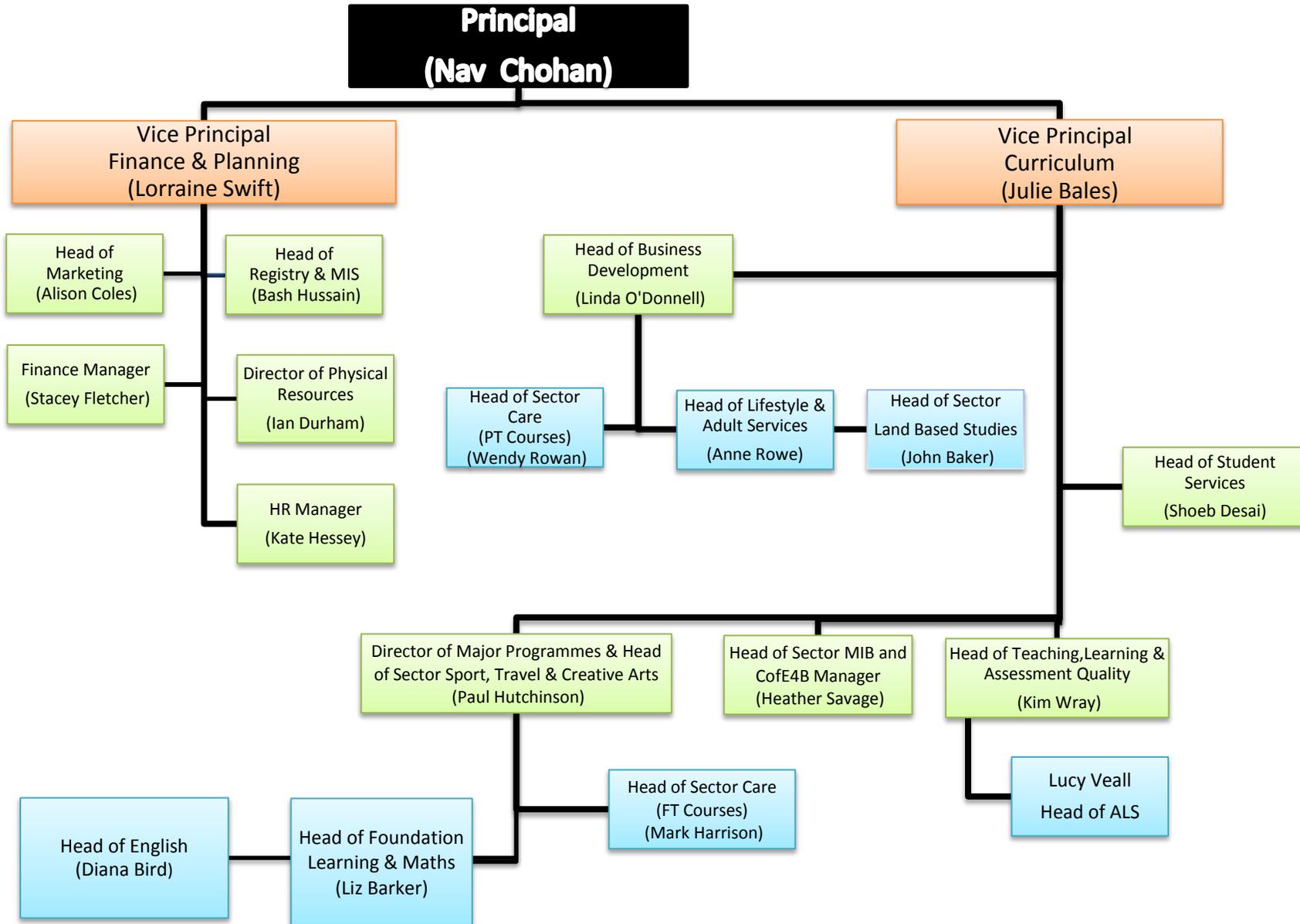
'My employer has been terrific with me and has encouraged me to be more creative. Her experience has helped shape mine'

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





Internal & External
Job Opportunity
Head of English and ESOL
Full Time Contract
Salary £38,401 -£41,955 Points 39-42

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 Barred Disclosure and Barring service (DBS) Disclosure Check

Thank you for your interest in this role at ShIPLEY COLLEGE. This permanent appointment is crucial to the College's future. Candidates should be aware that there is a chance that the College goes into a merger in the next two years though we would not expect this post to be affected.

Plans for English Delivery

The College has made a commitment to improving the number of students obtaining GCSEs at Grade 4 and above, alongside our continued good results for Functional Skills. In September 2017 we also plan to introduce AS Level English.

ESOL Projects

The College has taken a lead on several ESOL projects in Bradford which this post will oversee (see more at <http://www.talk-english.co.uk/>). The most substantial is the Talk English project described below. We are currently negotiating a new project to support English language development and integration in the city.

ShIPLEY COLLEGE coordinates the Department for Communities and Local Government's 'Talk English Project' in Bradford managing 6 partner institutions. Working with those who have low levels of English to improve their language skills, access services and become more involved in the community, the project has supported over 1500 adults over the last two years.

This postholder will take over coordination of the project and you will manage a project administrator who deals with day to day organisation of the delivery.

Closing Date for this position is Friday 28th April at 12.00 noon with Interviews to be held on Friday 5th May starting at 9.30am. Should you require an informal chat about this position, please arrange a phone call via the Principal's PA, Susanna Butler, on sbutler@shipleY.ac.uk

JOB DESCRIPTION

JOB TITLE	Head of English and ESOL
SCALE & SALARY RANGE	£38,401 -£41,955 Points 39-42
HOURS OF WORK	37 Hours a Week
RESPONSIBLE TO	Director of FT Programmes

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 manage the delivery of English to full and part time students/apprentices, predominantly Functional Skills and GCSE
- To manage the delivery of ESOL at the College and in the Community
- To manage a number of ESOL Community-based projects

DUTIES AND RESPONSIBILITIES

- To plan, develop, implement and evaluate the delivery of English supporting approximately 600 students per year
- To plan, develop, implement and evaluate the delivery of ESOL across the District supporting approximately 100 ESOL enrolments per year and coordinating a number of Project activities in Community Centres
- To be responsible for and work with appropriate staff to ensure the College meets its recruitment targets
- To lead in the production of required reports, bids and the appropriate College Development and Improvement Plans
- To lead on the development of new approaches to teaching, learning and assessment in line with national developments and to meet the needs of learners
- To maintain effective relationships with external organisations such as validating bodies, the Local Authority, universities, corporate clients, national development agencies and other appropriate organisations
- To support, network and build strategic relationships/partnerships, particularly for community based provision
- To follow risk management and control systems, particularly in income generating activities which fall within the post holder's area of responsibility
- To line manage staff, including responsibility for their induction, appraisal and staff development, and ensuring that they comply with College procedures to support the College's pursuit of excellence
- To lead on the planning of associated staff development and training to ensure up to date knowledge and skill related to the provision
- To ensure the highest achievement rates and quality delivery of provision
- To ensure that learners receive effective and timely support, appropriate to their needs, liaising with specialist staff within the College, as required.

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 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 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 take responsibility for safeguarding and promoting 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 your initial place of work or at other locations in the College catchment area.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How identified
Education, Training and Qualifications	<ul style="list-style-type: none"> • An appropriate academic or professional qualification at degree level • A teaching qualification • Literacy & Numeracy at a minimum Level 2 or equivalent standard 	<ul style="list-style-type: none"> • Higher Degree and/or professional qualification • Assessor qualification 	Application Form
Experience and Knowledge	<ul style="list-style-type: none"> • Curriculum innovation and development in English or ESOL Teaching • An understanding of safeguarding and a commitment to creating a safe learning environment • Effective performance management, improvement and quality assurance • Experience of managing multiple projects, under pressure and to tight deadlines 	<ul style="list-style-type: none"> • Observation of Teaching and Learning • Delivering and managing a range of provision • Curriculum timetabling • Successful bid writing 	Application Form Interview References
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication with a range of audiences • Proven ability to motivate, negotiate with and influence a variety of individuals and organisations • Problem solving and analytical skills • Confidence in use of a range of IT systems and programmes • Ability to write concise, high quality reports 	<ul style="list-style-type: none"> • A second language is considered an advantage for any post at Shipley College 	Application Form Interview References
Other	<ul style="list-style-type: none"> • Clear enhanced DBS Check • Willingness to work variable hours when necessary to meet the requirements of the post • A clean driving licence 		Disclosure and Barring Service Check Application Form Interview

Job Description/Person Specification	
Compiled by	N.Chohan, J.Bales
Compilation date	March 2017