



**WORK AT  
SHIPLEY  
COLLEGE**

## **Team Leader - Employer Placements**

### **Shingley College - Great people, great place!**

**Hours:** Full Time 37 hours per week, permanent, full year post

**Salary:** £25,899 to £27,931 per annum FTE

**Closing Date:** Tuesday 20th May 2025 at 9am *(We may close the advert early if sufficient applications are received. Early application is advised)*

**Interview Date:** To be confirmed

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

### **WELCOME TO SHIPLEY COLLEGE**

Do you enjoy working with businesses? Would you like to work with a great team in a beautiful location, in a fast paced and varied role? Do you have the energy to resolve a variety of everyday tasks and challenges whilst providing administration with a very high degree of accuracy?

We are looking for someone to assume the role of team leader for the placements team and be responsible for working with local, regional and national employers and stakeholders to ensure that all our learners obtain enhanced real-life experiences of the work environment appropriate to their course and future career aspirations. The right candidate will be skilled at supporting and developing others to deliver a high quality, efficient service; will be proactive in completing tasks in a timely manner; demonstrate excellent attention to detail; possess excellent communication and interpersonal skills; and can establish strong working relationships with all stakeholders.

You will play an integral role in ensuring that all our young learners can apply their classroom learning to the work environment and position themselves perfectly to embark on high value careers.

If you are self-motivated, very well organised and able to work both independently and as part of our team, then we would love to hear from you!



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> <li>• Enhanced Annual Leave</li> <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>• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy</li> <li>• Proficiency in utilising IT tools and technologies</li> <li>• Excellent customer service and interpersonal skills, friendly and helpful attitude</li> <li>• Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail.</li> <li>• Able to act on your own initiative and provide leadership to colleagues</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>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Job Description

<b>JOB TITLE</b>	Team Leader - Employer Placements
<b>RESPONSIBLE TO</b>	Head of Enrolments and Exams

### 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

To provide leadership to the employer placements team to ensure that learners have meaningful, safe placements in work environments, meeting mandatory requirements as part of their vocational courses, and providing experiences that relate their classroom learning to the work environment and position them perfectly to embark on high value careers.

To liaise with curriculum areas to ensure that ongoing, high quality workplace support for learners on these programmes is provided.

To work with other College departments to ensure that learners are well prepared to secure and successfully complete a relevant and high-quality placement.

To work with the Business Development team and liaise with key employers to ensure that the College is maximising placement and learning opportunities.

### DUTIES AND RESPONSIBILITIES

- To manage the placement team, supporting their personal development and guiding and motivating them to meet the departmental goals
- To oversee the placements team, allocating workloads and tasks to ensure that they are delivering placements appropriate for each student and that the records of each

placement are maintained, accurately reflect the activities of the placement and are safe and appropriate for the learner

- To work with the curriculum Heads of Department to ensure that the placement needs of the learners are fully understood and that the student experience during placements is positive and adds value to their future career aspirations
- To work with the Business Development Team to co-ordinate contact with employers to fully understand their requirements relating to placements, to ensure that opportunities to place learners are optimised, and that the employer is well supported and has a positive placement experience
- To fully understand the course rules regarding placements, specific to individual awarding bodies and qualifications
- To own the 'Navigate' system, and ensure this is used to accurately record for all placement activity
- To ensure that the employer CRM is maintained and up-to-date with regards to placement activity
- To participate as a member of the wider Registry team, supporting both the enrolments and exam teams if necessary
- To promote placements throughout the College, to ensure that students across the college appreciate the benefits of completing a placement
- To promote the College's wider course offer to employers, including Apprenticeships, commercial courses and projects where appropriate, including representing the College at external events

## 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.
- To occasionally work outside of normal working hours to assist with open days

## 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 in literacy and numeracy or equivalent (or be willing to work towards)
Competence in the use of a range of IT skills
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context
Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within Shipley College and the wider community

### 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 of motivating and leading a team to deliver a high-quality service
Experience working in a fast paced <del>or high-pressure</del> environment
Able to work flexible hours when required to meet the needs of the business
Effective organisational and administrative skills with high levels of accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a demanding workload

### 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 Safeguarding
Knowledge of 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, 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

**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

**97% of students agree that the College is a safe place to learn.**

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