



WORK AT SHIPLEY COLLEGE

Lecturer - Business (Fixed Term Until 30th July 2027)

Shipley College - Great people, great place!

Hours: 28 hours per week (0.8) Monday to Thursday, Fixed Term Contract to 30th July 2027)

Salary: £28,292 - £39,736 per annum FTE (Actual Salary: £22,633 to £31,788 per annum pro rata)

Closing Date: Wednesday 4th November 2026 at 9am **(We may close the advert early if sufficient applications are received. So early applications are advised)**

Interview Date: To be confirmed.

Start Date: To be confirmed (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Shipley College is seeking an enthusiastic and committed Lecturer in Business (Administration) to support the development of learners and prepare them for successful careers in business and administration.

This is an excellent opportunity for an experienced business professional or teacher who is passionate about developing others and equipping learners with the knowledge, skills and confidence required to succeed in the modern workplace. You will deliver high-quality teaching, learning and assessment across relevant programmes, supporting students to progress into employment, apprenticeships or further study.

Please note that this role is based in the community.

About the Role

As a Lecturer in Business (Administration), you will:

- Deliver high-quality teaching, learning and assessment across relevant Business and Administration programmes.
- Support learners to achieve their academic, personal and career aspirations.
- Use your industry experience to contextualise learning and develop students' understanding of real-world business practices.



- Develop learners' knowledge and skills in areas such as business administration, communication, customer service, office procedures, digital applications and professional working practices, as appropriate to the programmes delivered.
- Create an inclusive, supportive and engaging learning environment that enables every learner to fulfil their potential.
- Prepare students for the expectations of the workplace, developing their employability, professionalism and confidence.

Why Shipley College?

- Industry-relevant curriculum: Deliver contemporary qualifications aligned with business and administration sector requirements.
- Employer collaboration: Contribute to a curriculum informed by employers and current business practices.
- Collaborative culture: Join a supportive team committed to high standards of teaching, learning and learner success.
- Professional development: Access opportunities to develop your teaching practice, enhance your expertise and contribute to curriculum innovation.

Who We're Looking For

We welcome applications from experienced teachers and lecturers, as well as business and administration professionals looking to take their first steps into teaching.

You will bring relevant industry knowledge, a commitment to inclusive practice and the ability to motivate and inspire learners. You will be passionate about developing others and understand the importance of equipping students with the practical, digital and interpersonal skills needed to succeed in business and administration roles.

For applicants new to teaching, appropriate training and ongoing support will be provided to help you develop the skills and confidence required for the role.

Make a Difference

At Shipley College, we are committed to preparing learners for successful futures in life and work. Your expertise, enthusiasm and commitment to high-quality education will help students develop the skills, knowledge and professional behaviours needed to thrive in the business world.

Join Shipley College and play a vital role in developing the next generation of skilled, confident and work-ready business and administration professionals.



Benefits we offer include:	We are looking for someone who has:
- Enhanced Annual Leave - 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	- A degree - A Professional teaching qualification (see person specification) and/or have significant industry experience in a relevant vocational area - Relevant successful teaching/training Experience in Business

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. Shingley 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	Lecturer - Business
RESPONSIBLE TO	Head of Department

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 that 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 employment opportunity.
- 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

- Deliver high-quality personalised teaching, learning, and assessment, using innovative methods that make learning accessible and engaging
- Develop each student to their full potential by contributing to a culture of ambition through target setting and purposeful feedback

- Empower students to take charge of their learning, to think more critically, and to stretch themselves beyond the minimum
- Champion and celebrate success, creating opportunities for students to showcase their skills, behaviours, and achievements
- Model our expected behaviours, maintaining positive classroom management, encouraging positive student behaviours and well-being, and acting promptly to make impactful interventions when necessary
- Work within a reflective culture, evaluating course and personal performance, being open to and acting on feedback, and contributing to the success of the college as a whole
- Work collaboratively with employers to enhance our students' learning experience; through masterclasses, employer-set briefs/projects, and visits to the workplace
- Work collegiately, contributing to the success of cross-college projects and activities such as open evenings, parent/carers evenings, the delivery of large-scale examinations and showcase events
- Support your Head of Department to maintain the effectiveness and efficiency of your department through the maintenance of course and student documentation and engagement in college and departmental quality processes
- Commitment to developing yourself as a practitioner and curriculum expert through engagement with staff development (internal and external) and modelling the value of being a 'lifelong learner.'

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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement, please ensure you reference every point in this category. Applications that do not address each point in the essential criteria will not be progressed to the interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 (equivalent) Qualification in Maths (This must be evidenced by original certificates at interview)
Level 2 Qualification in English (This must be evidenced by original certificates at interview)
A Degree (This must be evidenced by original certificates at interview)

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.

Relevant successful teaching experience
A Teaching Qualification* or willingness to achieve one
Ability to work within a team and to use initiative
Excellent communication skills
Creative approach to problem-solving
Highly motivated and able to inspire those around you to success
Flexibility
Assessor's/ IQA qualification
Ability to use initiative

N.B.*A Level 3 Award in Education and Training within the first year of appointment (funded by the college) and a full teaching qualification must be achieved within 5 years (self funded)

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Ability to work flexible hours as required by the role
A clean driving license
Knowledge and experience of Equality, Diversity and Safeguarding
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

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.

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. We are 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. We are 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!

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 – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

