



WORK AT
SHIPLEY
COLLEGE

Team Leader - Academic Progress

Shipleigh College - Great people, great place!

Hours: 37 Hours - full time, term time role (40 weeks a year)

Salary: Actual pay £25,749 to £26,448. FTE £28,675 to £29,453 per annum

Closing Date: *Wednesday 28th May 2025, 9am (We may close the application early if sufficient applications are received. Early applications advised)*

Interview Date: TBC

Start Date: As soon as possible (subject to satisfactory pre-employment checks)

Shipleigh College delivers life-changing learning.

We're looking for a 'Student Experience - Team Leader' to motivate and support our amazing team of Academic Coaches.

This full-time, term-time position offers the opportunity to lead a team delivering truly impactful learning experiences.

If you're dedicated to empowering young people, have strong leadership abilities, and flourish in a lively and diverse environment, Shipleigh College is where you can make a genuine difference.

Join our team and help us develop the next generation of talented young adults, equipping them with the skills and knowledge to succeed in all aspects of life and work.



Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> ● Enhanced Pension Schemes ● Professional Development opportunities ● Access to a free gym on site ● Reduced cost bus and train travel* ● Access to free onsite car parks ● Shopping discounts with discount app <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Holds a Level 2 (equivalent) Qualification in Maths and English ● Holds minimum level 3 qualification ● Holds a Level 3 Award in Education & Training or equivalent, or is willing to work towards (we will fund this) ● Is passionate about seeing young people do well ● Enjoys a job with variety - in which every day feels different ● Is a skilled co-ordinator ● Creates energy and excitement for learning

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

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and 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>
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Job Description

JOB TITLE	Team Leader Academic Progress
RESPONSIBLE TO	Assistant Principal Curriculum and Skills

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.

Shipleigh College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

Shipleigh 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 JOB

As a Team Leader, you will play a pivotal role in empowering our students to achieve their full potential, both academically and in developing the essential skills needed for future success. You will lead and inspire a team dedicated to providing engaging, personalised support, fostering a positive learning environment, and ensuring students thrive within our college community.

ROLE AND RESPONSIBILITIES

To lead the team of Academic Coaches in the design and delivery of Future Leaders and Advanced Skills Programmes within our independent study spaces placing our students' needs at the centre of all that they do.

To provide leadership and a clear vision for the Academic Coaches to enable students become more world-aware (increasing their understanding of themselves and others), to experience more of the world they live in and will help to shape (the workplace, our community and the natural environment) and to learn (by doing) the skills, behaviours and ethics they will need to be safe, productive and purposeful in modern Britain.

To oversee the quality of the timetabling and delivery of all sessions. You will lead the team to champion the development of students' broader employability skills alongside their academic pursuits, whether through college programs, workplace experiences, or community engagement. to groups of students in a fun and engaging way, using a mix of techniques that appeal to and engage



young people. These sessions also include support with 'getting work ready', simulated work environments including CV preparation and UCAS Applications.

To schedule and support the team to deliver individual and group tutorials to enable students to navigate the complex transition to adulthood and provide the platform for them to become successful in life and work. As you lead you will be a source of motivation and practical advice that will help students to make strong academic progress against their academic targets. You will ensure the team guides students in tracking and documenting their progress and skill development against their Individual Learning Plans (ILPs), ensuring clear pathways to success.

You will provide leadership to enable the team to use a data-driven Support: Utilise registers, ILPs, and college MIS systems for accurate record-keeping and data analysis to support learner achievement and identify areas for improvement.

You will support them with the correct referral & collaboration across the college and Identify students requiring specialised assistance and facilitate seamless referrals to the Student Experience team, ensuring holistic student support.

You will be an ambassador for positive behaviour & conduct, celebrating and reinforcing positive student behaviors, while providing constructive guidance and support to students needing behavioral improvement.

You will lead in conjunction with a wider team on cross-College engagement and actively contribute to cross-college activities, such as exam support or open evenings, demonstrating a commitment to the wider college community.

As the Team Leader of Student Experience you will also be required to act as an Academic Coach when required and undertake all the associated roles and responsibilities including conducting tutorials, leading Future Leaders and Advanced Skills sessions and managing the large shared spaces.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and 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

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
Minimum Full Level 3 qualification
Level 3 Award in Education & Training or equivalent, or willingness to work towards
Strong communication and presentation skills
Experience of leading a team
High energy individual with excellent organisational skills

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 coaching or group learning
Experience of using computerised systems effectively (we use systems such as Unit e, Advantage and Navigate)
Working knowledge of using the VESPA Model to support student success and achievement
Understanding of the challenges and opportunities that young people experience in modern Britain
Ability to connect with and motivate young people
Ability to contribute as part of a team and to take the lead on activities using their own initiative
Ability to liaise with internal and external stakeholders and provide a high level of customer service

DESIRABLE CRITERIA

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

A leadership and management qualification
Able to work flexible hours when required
Experience of data analysis, to support tracking student progress over time
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Knowledge and experience of Equality, Diversity & Inclusion

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.

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.

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.

Diana Bird
Principal

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.

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

