WORK AT SHIPLEY COLLEGE

Deputy Head of Department (English & Maths)

Shipley College - Great people, great place!

Hours: 35 Hours per week, full year post, permanent

Salary: £44,712 - £46,054 per annum

Closing Date: Thursday 12th November 2026 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

As a Deputy Head of Department, you will work with Heads of Department to improve student performance, welfare, and sense of belonging - directly driving our mission to deliver life-changing learning at Shipley College.

Your day-to-day operational leadership will ensure students attend well, behave well and achieve their targets; leading to lives filled with greater hope, ambition, and happiness.

Your high expectations and standards will translate directly into measurable improvements in student progress and as a dependable source of pastoral challenge and support, you will help students to overcome barriers to learning and achieve their value-added achievement targets.

At Shipley, our goal is to prepare students for success in learning, life, and their future careers, with your role being critical in helping them develop a strong work ethic and a true sense of ownership over their studies and future. Combining coaching with appropriate challenge, your educational experience will guide you in knowing when to praise, when to collaboratively explore, and when to deliver a firmer intervention - always underpinned by care, compassion, and an unshakeable belief in their potential to change and succeed.

Alongside your interactions with students, you will coach and mentor your departmental colleagues to improve their professional practice, and help them develop their course leadership skills. You'll be skilled at seeing patterns in data, and patterns of behaviours, and know when to gather all colleagues for a skillshare, or when to have a 121. This would be typical of your efficiency and how you approach all of your work.

You may be an exceptional Teacher with a track record of delivering outstanding outcomes, or an experienced FE Team Leader/Manager that wants to become a difference maker in Shipley College.

matrix MINDFUL EMPLOYER disability confident EMPLOYER

If you always place the needs of your students first, and care passionately about your colleagues' performance and wellbeing, then we would be delighted to receive your application.

Benefits we offer include:	We are looking for someone who has:
• 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 • Enhanced Annual Leave *qualifying period applies	• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • A teaching qualification or significant experience in education • A confident and proficient user of education data to identify problems, intervene and improve outcomes • Experience of contributing towards or leading effective performance management and quality improvement • Ability to de-escalate and connect with students when challenging behaviours

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

Job Description

JOB TITLE	Deputy Head of Department
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 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

In this role, you will drive student success and welfare by improving academic performance and attendance, helping students to develop positive behaviours for learning, life and work, as a transformative source of pastoral support and challenge. Working independently or as directed by the Head of Department, you will engage with academic colleagues to strengthen their professional practice, standards, and course leadership.

DUTIES AND RESPONSIBILITIES

Student Experience, Outcomes & Pastoral Support

- Motivate and inspire students to achieve their value-added targets and develop their behaviours for learning, life, and work (including attendance) - determining patterns in data and delivering interventions for improvement
- Provide active behavioural support to learners; omni-present in classrooms, corridors, ingress/egress times of buildings, in 1-to-1, small group or whole class interventions, and parent/carer calls, meetings, and 'at-risk' evenings - modelling our expectations and standards at all times
- Ensure all students receive high quality Initial and diagnostic assessment using college tools
- Ensure all students receive high quality induction and regular CEIAG
- Ensure all students receive and act on individual learning plans and skill-focused targets that lead to positive value-added outcomes
- Ensure all students receive effective learning, with high-quality assessment and developmental written feedback
- Ensure all students receive support that delivers high levels of achievement and progression
- Ensure all students receive English, maths, or functional skills learning at the required level - including Century Tech participation

- Help ensure the effective operation of the College's tutorial programme within the Department, contributing to the student tutorial process to ensure regular review of student progress and report writing takes place
- Help ensure that College policies and standards are upheld and instigate student coaching and/or disciplinary procedures where necessary
- Ensure the effective management and supervision of educational visits, employer encounters and placements and compliance with Health & Safety requirements

Curriculum Quality, Delivery & Assessment

- Ensure learning materials, planning of learning, and assignments are designed for a high-quality learning experience that maximises outcomes for students and aligns with the College's TLA standards.
- Ensure each course is planned and delivered with explicit employer influence.
- Ensure all preparation, marking, assessment, and moderation are completed promptly and efficiently within agreed timescales, including tracking student progress and completing claims in a timely manner.
- Actively promote continuous improvement, ensuring compliance with the College's quality assurance policy and procedures, including participation in Departmental self-assessment reports (SAR), inspection preparation, quality audits, and observation of teaching.
- Contribute to cross-college observation processes (if required), including developmental, walk-through, and other observations.
- Work with the Internal Quality Lead Verifier to ensure effective management of internal and external verification procedures (assuming the role of Internal Verifier if appropriate) and engage in the preparation and delivery of successful external verifications.
- Ensure all staff in the Department are able to claim student achievements in a timely manner - managing liaison with Examinations, Quality & Standards, and external verifiers.

Staff Leadership, Coaching & Development

- Provide effective and supportive leadership and management to maximise individual and team performance, ensuring colleagues deliver an excellent learning experience allowing the overwhelming majority of students to progress.
- Able to work within a structure that encourages clear boundaries and few rules - a self-starter that is able to work and prioritise work independently and effectively
- Coach, mentor, and challenge colleagues to ensure all departmental KPIs exceed the national average and achieve year-on-year improvement.
- Undertake a defined range of line management responsibilities including probationary reviews, appraisals, return-to-work interviews, and performance management support.
- Provide academic and professional support and guidance to staff within the Curriculum Area (including learning mentors), undertaking mentoring for new staff.
- Encourage a culture where colleagues develop and achieve Shipley College professional teaching standards, including their own judgement on teaching effectiveness, including self-reflection via IRIS Connect, and deep, critically informed knowledge in theory and practice via the Professional Learning Network (PLN)
- Facilitate the transfer and sharing of skills and knowledge through workshops, Staff Development activities, and the PLN

Recruitment, Admissions & External Representation

- Assist with the recruitment of students to target levels, ensuring the Department effectively participates in recruitment and admissions processes (open evenings, external visits, marketing activities, interviewing, and enrolment).
- Take part, as required, in interviewing prospective students to ensure learning programmes match individual needs.
- Promote a positive image of the College at all times.

Departmental Strategy, Operations & Finance

- Contribute to the College's curriculum and strategic planning processes, leading this within defined sections of the Department.
- Help the Head of Department ensure effective and efficient management of budgetary responsibilities in accordance with College financial regulations.

Personal Professional Development & Institutional Responsibilities

- Maintain appropriate Continuous Professional Development (CPD), including attending all training events identified by your line manager, to ensure the highest standards of quality.
- Undertake any other duties commensurate with the level of the post, as required from time to time.

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.**

Literacy & Numeracy at a minimum Level 2 or equivalent standard (This must be evidenced at interview by way of original certificates)
A teaching qualification or significant experience in education
A confident and proficient user of education data to identify problems, intervene and improve outcomes
Experience of contributing towards or leading effective performance management and quality improvement
Ability to de-escalate and connect with students when challenging behaviours

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.

Knowledge of evidence-based pedagogy (currency) and how to apply it for value-added success
Experience of being a Team Leader, or Manager within Education
Skilled, Adaptable and Effective Communicator when Delivering CPD, Training, Parent/Carer Meetings and Employer Engagement Activities
Confidence in coaching colleagues to improve performance, including performance management and capability

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 Level 3 or above
An Assessor/IQA qualification
A clean driving licence and access to a car
Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

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. 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!

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 – 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

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