



**WORK AT
SHIPLEY
COLLEGE**

Head of Apprenticeships & Professional Studies

Shipley College - Great people, great place!

Hours: Full time 35 hours per week, per annum

Salary: £47,432 - £53,373 FTE per annum

Closing Date: Monday 31st August at 9am (***We may close the advert early if sufficient applications are received so early applications are advised***)

Interview Date: TBC

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

WELCOME TO SHIPLEY COLLEGE

Shipley College is seeking a dynamic Head of Department to lead our Apprenticeships & Professional Studies provision that plays a vital role in meeting the needs of employers across the region.

This is an important role in addressing local skills needs and widening participation, helping more people to engage in career-focussed education.

You will enable adults and apprentices to gain the essential skills and confidence they need to access work, progress in their careers, achieve their full apprenticeship, and lead healthy, happy and independent lives. With compassion and ambition, you will ensure our programmes are accessible and responsive to the needs of our students, particularly those who face barriers to education or have been furthest from learning.

As Head of Apprenticeships and Professional Studies, you will lead a committed team in delivering high-quality teaching, learning and assessment and help your students build the foundations that open doors to employment, financial stability and lifelong learning and have the opportunity to shape curriculum development, strengthen employer relationships and contribute to the college's strategic ambitions.

Working closely with the Vice Principal Curriculum and Quality, this is an operational leadership role where your decisions will shape the lives of adult learners and apprentices across our district. If you have a strong track record of delivering high-quality teaching and learning, understand the power of education to transform lives, and are ready to lead with purpose and impact, we would love to hear from you.

Join us in creating accessible learning pathways that strengthen our communities and empower students to thrive.



Benefits we offer include:	We are looking for someone who:
- Enhanced Annual Leave - Enhanced 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	- Can inspire colleagues and students to become their best - motivating and challenging those in their care to make rapid progress - Is bold and tenacious in setting high standards - able to support those around them to meet expectations - Has a constructive and collaborative approach to teamwork - with both internal and external stakeholders - and is centered by our mission to deliver a high value learning experience to our students - Is an ideas person, with the ability to put them into practice and operationalise strategic direction

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

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.	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	Head of Department - Apprenticeships & Professional Studies
RESPONSIBLE TO	Vice Principal - Curriculum and Quality

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.
- Colleagues 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 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

- Provide operational leadership for apprenticeships and professional studies
- Lead, manage and deliver high quality provision that meets the needs of learners, employers and the community
- To deliver an outstanding adult and apprentice learning experience that raises aspirations, builds essential skills, and enables learners to progress into work, further education and healthier, more confident lives—through high-quality provision across adult skills, community learning, Tailored Learning and apprenticeships.
- To lead, inspire and support staff to deliver consistently high-quality teaching, learning and assessment that enable adult learners and apprentices to achieve their qualifications and develop the wider skills, confidence, and behaviours needed to thrive at home, at work and in their communities.
- Develop a responsive curriculum aligned to local, regional and national priorities

- Design and delivers the apprenticeship growth and delivery strategy by utilising external partnerships that leads to recruitment of apprentices whilst ensuring the delivered training is of high standards on timely and overall achievements
- To oversee apprenticeship recruitment and programme progression; with adherence to regulatory and compliance frameworks.
- Drive continuous improvement in quality measures, learner outcomes, employer satisfaction and overall performance
- To champion community-based education that widens participation, removes barriers to learning and supports those furthest from education to re-engage and succeed, contributing to the College's mission to improve lives and strengthen our district.
- To work collaboratively as part of the Shipley College leadership team, contributing to the College's vision, values and success with a positive, solutions-focused approach and unwavering commitment to adult learners.

DUTIES AND RESPONSIBILITIES

- Develop and implement operational plans that deliver sustainable growth and high quality outcomes
- Use LMI to inform the planning of a curriculum that meets the needs of the local skills priorities (WYCA)
- Utilise collaborative leadership skills in driving the successful delivery of apprenticeships and professional studies programmes
- Ensure programmes meet local, regional and national skills priorities, supporting adults to gain the qualifications and confidence needed for employment, progression and improved life outcomes, and supporting apprentices to achieve the maths and English qualifications they need to achieve their full apprenticeship.
- Lead the growth of adult provision by identifying new opportunities, developing new courses, and expanding delivery in external venues to widen participation and engage those furthest from learning.
- Work with the Head of Department for English and maths to ensure the delivery of high-quality English and maths for apprentices, supporting learners to achieve timely and successful outcomes.

Community Learning, Partnership Development and Widening Participation

- With the support of the Partnership team build, develop and sustain strong partnerships with community organisations, local authorities, voluntary groups, employers, DWP and other stakeholders to support outreach, referrals and progression.
- Lead the development of community-based provision in priority neighbourhoods, reducing barriers to learning and increasing access for adults with low skills, low



confidence, or limited prior education.

- Promote adult learning as a tool for social mobility, improved wellbeing and community cohesion, ensuring programmes support individuals to access work, secure better jobs and live healthier lives.
 - Work collaboratively with internal and external partners to design and deliver a curriculum that is responsive, inclusive and relevant to community needs.
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Leadership of Teaching, Learning and Assessment

- Lead and support staff to deliver high-quality teaching, learning and assessment across all adult programmes, ensuring lessons are inclusive, engaging and ambitious for all learners.
 - Ensure effective deployment of staffing and resources to meet operational priorities
 - Promote the effective use of digital tools, adaptive learning platforms and tailored resources to support adult learners at different stages of their learning journey.
 - Ensure staff embed employability, wellbeing and life skills within Apprenticeships and Professional Studies to strengthen learners' confidence, independence and future opportunities.
 - Provide ongoing coaching and professional development to teaching teams, ensuring consistent quality and continuous improvement in adult pedagogy.
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Curriculum, Quality, Performance and Compliance

- Oversee curriculum planning, timetabling, workforce deployment and resource management to ensure efficient and effective delivery across all adult provision.
 - Monitor attendance, engagement, retention and achievement across all programmes, implementing robust intervention strategies to support learner progress.
 - Use data intelligently to identify gaps, evaluate performance and implement targeted improvement actions.
 - Ensure full compliance with funding rules, external and internal audit requirements, Ofsted expectations, safeguarding standards and adult learning quality frameworks.
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Continuous Improvement and College Contribution

- Lead the department's full self-assessment process, working collaboratively with staff



to review curriculum performance, identify strengths to build on, and determine priority areas for development.

- Lead departmental Performance Reviews and present departmental business planning to SLT, ensuring curriculum planning, staffing and resources align with improvement priorities and the needs of learners.
- Produce a clear and ambitious Quality Improvement Plan (QIP) informed by the self-assessment process, learner outcomes and strategic objectives.
- Monitor progress against the QIP throughout the year, ensuring actions are implemented effectively, reviewed regularly, and lead to measurable improvements in teaching, learning, assessment, attendance and learner achievement.
- Contribute to cross-college initiatives, projects and events that promote adult learning, strengthen community engagement and support the visibility of the College's adult education offer.

GENERAL

- To demonstrate a positive commitment 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

Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria

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.***

Hold Level 2 Literacy and Numeracy (or equivalent)- must be evidenced at the interview with original certificates
Educated to Degree Level - must be evidenced at the interview with original certificates
L4+ Recognised Teaching Qualification - must be evidenced at the interview with original certificates
Has experience in successfully managing and leading a team to improve quality, the student experience and their outcomes within a Further Education setting
Experience of managing across a range of different provision types including Apprenticeships and Adult Skills courses including community based and employer based learning, Tailored Learning, project / commercial courses
Proven experience in developing and implementing effective strategies to raise standards and achievement within the provision for adult learners and apprentices
Understanding of local, regional and national priorities, including skills needs, reforms and different funding types
Experience of using student performance data (attendance, retention, progress, achievement) to drive improvement, management of people to achieve targets and inform targeted interventions.

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.

Leadership and Management Qualification
Experienced at planning and reviewing curriculum through Performance Reviews and Business Planning, including experience at preparing Self Assessment Reports and Quality Improvement plans that deliver improvements
Oversee tracking and monitoring to ensure student progress and achievement is outstanding and that students are retained, achieve and progress to positive destinations
Experience in successfully supporting, developing and training staff - including coaching, mentoring and delivery to individuals, small groups and large groups
A proven track record of engaging staff in CPD that supports pride in practice and outstanding outcomes for students
Experience of preparing for and successfully leading a team through Ofsted inspection
Experience of efficient budget management
Commitment to own ongoing Continuous Professional Development
Willingness to work variable hours when necessary to meet the requirements of the post

DESIRABLE CRITERIA

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

Experience of ensuring inclusive practice that enables Equality, celebrates Diversity and supports students with a range of needs.
Demonstrable commitment to safeguarding, student wellbeing and creating a positive, trauma-informed learning environment.
Knowledge and experience of Safeguarding and the PREVENT agenda
Clean driving licence and access to a car with business use insurance

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

