



**WORK AT
SHIPLEY
COLLEGE**

Head of Department - English, Maths and ESOL

Shipley College - Great people, great place!

Hours: Full time 35 hours per week, per annum

Salary: £45,608 - £51,320 per annum

Closing Date: Friday 7th November 2025 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

Are you an inspirational leader with a passion for education? Shipley College is seeking a dynamic Head of Department.

In this role, you will ensure that our students are well-equipped to meet the needs of local employers and that they develop as confident, skilled future-professionals ready to make a difference.

You will have high expectations of those around you and will drive continuous improvement and compliance that leads to students gaining exceptional qualifications, skills and personal progression outcomes.

Working closely with the Assistant Principal for Curriculum and Skills, this is an operational leadership post that must lead a high performing curriculum team, with our students' needs and those of our external employer partners placed at the heart of each decision made. We welcome applications from leaders and managers with strong, demonstrable track records of delivering high quality learning experiences from all disciplines within a Further Education College (s).

The department delivers a wide variety of learning including English, maths and ESOL for young people and adults, both in College and at partner premises across the city, which makes this an exciting and engaging remit for the successful applicant.

If you are ready to take on this energising challenge, helping to shape the future workforce of West Yorkshire and drive excellence in education, we would love to hear from you!



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 work with community delivery partners, businesses and business leaders in the Bradford City region to deliver the training they need - able to connect with them with authenticity and currency • 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
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.
- 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

- To deliver an outstanding learning experience that shapes our students' futures and raises aspirations for all learners, with a particular focus on English, maths, and ESOL provision across study programmes, adult learning and apprenticeships.
- To lead, inspire, and support staff to deliver consistently high-quality teaching, learning, and assessment that enable every student—whether a young person or an adult learner—to achieve their qualifications and develop the broader skills, confidence, and behaviours needed for life and work.
- To provide clear strategic leadership in the planning, delivery, and continuous improvement of English, maths, and ESOL across all programmes, ensuring these core skills are embedded within the curriculum and that learners achieve their targeted grades and make strong, measurable in-year progress.
- To champion inclusive, community-based education that responds to local needs and broadens participation in learning, contributing to the College's wider mission and values.
- To work collaboratively as part of the Shipley College leadership team, contributing to the College's vision, values, and success with a can-do attitude and unconditional positive regard for all

DUTIES AND RESPONSIBILITIES

Strategic Leadership of English, Maths, and ESOL

- Lead the strategic development and implementation of effective strategies to raise standards and achievement in English, maths, and ESOL across study programmes and adult learning.
- Ensure English and maths are fully embedded within all curriculum areas, promoting innovative and inclusive approaches to teaching and assessment that support learners at all levels.
- Develop and deliver targeted improvement plans and interventions to ensure that both 16–19 and adult learners make sustained progress and achieve their qualifications.
- Lead on the design and evaluation of adult learning provision in English, maths, and ESOL, ensuring it is responsive to community needs, local priorities, and employer demands.
- Work with partners and community organisations to extend access to learning, promote social inclusion, and engage underrepresented groups in education and training.
- Monitor and analyse performance data, identifying trends, gaps, and areas for improvement, and implementing strategies that drive measurable progress and qualification achievement.
- Provide leadership, mentoring, and professional development for staff delivering English, maths, and ESOL to ensure consistently high standards of practice and innovation.
- Evidence of the impact of English, maths, and ESOL initiatives through improved learner progress, retention, attendance, and achievement rates.
- Oversee the planning, delivery, and quality assurance of the College's leisure learning provision, including courses such as French, Spanish, and Creative Writing, ensuring these programmes provide enriching and accessible learning opportunities for adult learners.

Departmental Leadership and Management

- Work with the Senior Leadership Team (SLT) and Assistant Principal to set the strategic direction of the department, aligning delivery with the College's priorities and local community and employer needs.
- Collaborate with the Head of Quality and Standards and the Head of Teaching, Learning and Innovation to embed a culture of high expectations, inclusion, and continuous improvement for all learners, including those with SEND or additional support needs.
- Lead a specialist team of curriculum professionals to deliver exceptional outcomes in teaching, learning, and assessment, ensuring a positive impact on student progress

and personal development.

- Monitor the effectiveness of interventions to support engagement, attendance, and achievement, including progress against Education, Health and Care Plan (EHCP) outcomes where applicable.
 - Drive continuous improvement in TLA (Teaching, Learning, and Assessment), collaborating with the Quality Team to share good practice, deliver CPD, and strengthen pedagogy across the college.
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Curriculum, Quality, and Performance

- Lead departmental performance review, curriculum planning, and business planning, ensuring the efficient use of staff and resources to maximise impact.
 - Ensure that curriculum content is current, responsive, and relevant to national policy, local labour market needs, and community priorities.
 - Set ambitious targets for staff and learners, supporting achievement through effective performance management, coaching, and mentoring.
 - Promote the voice of learners and the wider community, using feedback to inform planning and enhance the learning experience.
 - Oversee the quality of provision, ensuring compliance with funding and regulatory frameworks, and contributing to external inspection and audit readiness.
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External Engagement and Community Collaboration

- Build and sustain strong partnerships with employers, community organisations, and local authorities to enhance curriculum relevance and widen participation in English, maths, and ESOL.
 - Strengthen community-based learning provision, ensuring it reflects the College's civic role and commitment to lifelong learning.
 - Promote opportunities for staff and learners to engage in outreach, volunteering, and local initiatives that enrich learning and contribute to community development.
 - Represent the College externally as a leader in English, maths, and ESOL education, sharing good practice and contributing to regional and national networks.
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Continuous Improvement and College Contribution

- Engage in ongoing professional development and reflective practice to model lifelong



learning and educational excellence.

- Support the Senior Leadership Team in maintaining high-quality standards, compliance, and consistency across all aspects of the department's work.
- Contribute to cross-college projects, events, and initiatives that support the broader success and visibility of Shipley College.
- Undertake additional duties commensurate with the level and responsibility of the post to support the College's strategic aims.

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 or equivalent
L4+ Recognised Teaching Qualification
Has experience in successfully managing and leading a team to improve quality, the student experience and their outcomes within a Further Education setting
Comprehensive understanding of English, maths, and ESOL policy and practice within the Further Education and Skills sector, including current curriculum requirements, funding models, and national reforms
Proven experience in developing and implementing effective strategies to raise standards and achievement in English, maths, and ESOL provision for 16–19, adult learners and apprentices
Knowledge and experience of enabling Equality, celebrating Diversity and delivering Inclusion

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.

Understanding of the sector, qualification offer and implications of curriculum reform
Experience across a range of different provision types including Study Programmes, Apprenticeships, Adult Skills courses including community based and Tailored Learning, project / commercial courses, and leisure/lifestyle courses
Understanding of local, regional and national priorities, including skills needs, reforms and different funding types
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
Ability to analyse, evaluate and communicate complex data, including determination of appropriate next steps and the management of people to achieve targets

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 managing or contributing to English, maths, and ESOL curriculum development within community or adult learning contexts
Leadership and Management Qualification
Knowledge and experience of Safeguarding and the PREVENT agenda
Clean driving licence and access to a car with business use insurance

Message from the Principal



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.

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.

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.

Diana Bird
Principal

Shipleigh College Mission Statement

To be a beacon of opportunity, transforming lives through learning.

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

98% of students agree that the College is a safe place to learn.

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.

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

