



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. Successful candidates will be required, where appropriate, to undergo a Disclosure and Barring service (DBS) Disclosure Check.

Job Opportunity

British Sign Language Tutor

Hours: Tuesday evening 6-8 pm to deliver Level 1 BSL, with the potential to do an additional evening to deliver Level 2 BSL

Salary: £17.78 ph (£22.55 ph inclusive of holiday pay)

Closing Date: Friday 18th October noon

Interview Date: Wednesday 23rd October

Start Date: Tuesday 5th November

Shingley College is situated in the UNESCO World Heritage Site of Saltaire and is committed to high standards, encouraging staff and students to do their best and to aim high. Shingley College is an equal opportunity employer that welcomes applications from all sections of the community.

The Role:

We are looking to appoint an individual who is fluent in BSL, has experience in teaching BSL and has relevant experience within the discipline. Candidates must also be self motivated and be able to work as part of a team.

How to Apply - You can download an application pack from our College website www.shingley.ac.uk or alternatively to request an application pack, please contact: Shingley College, Central Support on 01274 327395 or email jobs@shingley.ac.uk. Completed application forms should be returned to jobs@shingley.ac.uk or alternatively by post to Central Support, Shingley College, Salt Building, Victoria Road, Saltaire, BD18 3LQ.

JOB DESCRIPTION & PERSON SPECIFICATION

| | |
|---------------------------------|----------------------------|
| JOB TITLE | BSL Tutor |
| SCALE & SALARY RANGE | Non Vocational Hourly Rate |
| RESPONSIBLE TO | Head of Sector |

INTRODUCTION

The following information is furnished to assist staff joining Shipley College to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main 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 profile.
- Employees 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 the post is reviewed.
- Shipley College is an equal opportunity 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 JOB

To implement and deliver British Sign Language courses in accordance with the Signature framework and guidelines, working closely with the Head of Sector.

DUTIES AND RESPONSIBILITIES

- To deliver Deaf Awareness Training, Bespoke Training & BSL Taster Sessions
- To keep up to date with new developments within the field of teaching BSL and related courses
- To provide the highest quality teaching, learning and assessment to learners using the most appropriate and innovative methods, whilst celebrating difference and promoting diversity
- To ensure the smooth running of courses, including timely and accurate completion of attendance records, retention and achievement records, end of course information etc.
- To maintain excellent classroom management and discipline whilst observing regulations in College policies
- To have well-developed strategies in place to keep learners safe and to support them to develop their own understanding of the risks in order to keep themselves and others safe
- To undertake formal assessment of learner achievement and offer learners clear and timely feedback on progress and opportunities for progression
- To produce the highest quality learning and assessment materials and use the most up to date and appropriate resources to support learning and assessment
- To carry out a full evaluation of the courses; maintain the required course file, support

the effective use of satisfaction surveys, complete the course review documentation as required, and act upon recommendations for course improvement as part of the College quality system

- To assist the Head of Sector and team in the planning and costing of new programmes, taking into account curriculum changes and labour market requirements and other relevant factors
- To contribute to curriculum development and establishing a culture of continuous improvement and innovation
- To provide learners with regular reports on progress and offer clear guidance on how to improve performance to reach their potential
- To assist the Head of Sector and team in the planning and costing of new programmes, taking into account curriculum changes, labour market requirements and other relevant factors
- To advise the Head of Sector/budget holder on any required equipment and materials
- To attend Course Team, Sector and College meetings and external meetings appropriate to the post
- To contribute to the marketing and promotion of courses in the Sector

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To undertake Staff Development/CPD/Training, as required by the nature of the post and the range of duties described within the job description, and demonstrate a commitment to continuous personal and professional development.
- To use IT as designated appropriate to the nature of the role.
- 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 your own safety and the effects of your own actions on colleagues, students and visitors.
- To safeguard and promote the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To be aware of and comply with the policies and procedures relating to Safeguarding; being vigilant and reporting any suspicions to the College's nominated Child Protection Officer or the Principal.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- To support and promote the College's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the College's negative environmental impacts wherever possible.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Fluent in BSL and experience in using this as a single form of communication | ✓ | |
| A subject specialist qualification | ✓ | |
| Experience of teaching BSL (Level 1, 2 or 3) | ✓ | |
| Relevant current industry experience within the discipline | ✓ | To L5 |
| Level 2 (equivalent) Qualification in Maths and English Language (or willingness to work towards) | | ✓ |
| A teaching qualification* | | ✓ |
| Experience of using BSL in a learning setting | ✓ | |
| Competence in IT | ✓ | |
| Highly motivated | ✓ | |
| Excellent organisational skills | ✓ | |
| Excellent interpersonal skills | ✓ | |
| Ability to work as part of a team | ✓ | |
| Excellent communication skills and proven fluency in British Sign Language | ✓ | |
| Ability to work under pressure | ✓ | |
| Setting and achieving high standards for yourself and your learners | ✓ | |
| Knowledge and experience of Equality, Diversity and Safeguarding | ✓ | |
| Knowledge and experience of additional educational needs | | ✓ |
| Flexibility to work evenings, weekends or School Holidays if needed | ✓ | |

* A successful applicant without a teaching qualification would be expected to achieve one within 3 years of taking up the post.



Shingley College is a wonderful place to start or continue your career and we are delighted that you are considering completing an application for a post with us.

The 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 sectors.

I am delighted that our Student Survey results and our 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 the 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.

You can download an application pack from our College website www.shingley.ac.uk or alternatively to request an application pack, please contact Shingley College Central Support on 01274 327395 or email jobs@shingley.ac.uk.

Completed application forms and equalities monitoring forms should be returned to jobs@shingley.ac.uk or alternatively by post to Central Support, Shingley College, Salt Building, Victoria Road, Saltaire, BD18 3LQ. We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion.

Nav Chohan, Principal



SHIPLEY COLLEGE MISSION STATEMENT

To provide the highest quality, inspirational education and training that exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration and Professionalism: 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 of our students and staff

98% of students agreed with the statement "I am happy with the College overall"

99% agreed with the statement "I am happy with the teaching on my course"