



*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

# Leadership & Management Lecturer/Teacher (0.5 post) including Course Coordination

**Hours:** 17.5 hours per week

**Salary:** Spine point 21-33, £23,617 - £33,477 pa FTE  
(Actual Salary for post based on 17.5 hours: £11,808 - £16,738)

**Closing Date:** Tuesday 31st August 2021 at 12pm

**Interview Date:** Thursday 9th September 2021

### The Role:

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.

Do you have the necessary qualifications, skills and/or experience to deliver teaching, learning and assessment and contribute to the effectiveness and success within Business & Finance or Leadership & Management.

### This lecturing role includes, but is not limited to the following activities:

- Planning, preparing, teaching/delivering modules and supporting learning on a range of mostly Leadership & Management programmes up to level 5 but may also include teaching on Business courses. These also include apprenticeship provision in this area and may include T-levels.
- Course coordination; providing guidance, support and tutorship for learner groups which may include apprentices and others, while liaising with the wider course team.

### You should have:

- A Professional teaching qualification (see person specification) or have significant industry experience in a relevant vocational area
- Experience of working within a post 16 institution
- Management experience

Shingley College is an equal opportunities employer welcoming applications from all sections of the community. As this is a part time post flexible working arrangements are in place.

**To Apply:** Download and complete an application pack from [www.shingley.ac.uk](http://www.shingley.ac.uk). Email to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk).



## JOB DESCRIPTION

|                        |                                  |
|------------------------|----------------------------------|
| <b>Post title:</b>     | Leadership & Management Lecturer |
| <b>Sector:</b>         | Business & Computing             |
| <b>Responsible to:</b> | Head of Sector                   |
| <b>Grade:</b>          | Lecturing Scale                  |

### INTRODUCTION

The following information is provided 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 \*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.

### PRIME OBJECTIVES OF THE POST

As a lecturer you will be (or become) an excellent classroom practitioner who consistently demonstrates the highest standards of delivery, is fully committed to raising attainment and acutely aware of the strategies required to achieve the highest standards within your subject area.

As a lecturer you may, from time to time, be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description at the initial place of work or at other locations in the College catchment area.

### DUTIES AND RESPONSIBILITIES

- 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 produce the highest quality learning and assessment materials and assignments and use the most up to date and appropriate resources to support learning and assessment
- To undertake formal assessment of learner achievement and offer clear and timely feedback on progress and opportunities for progression to learners
- 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 College regulations
- 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 carry out a full evaluation of the courses; maintain the 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 establish, where appropriate, effective working relationships with examining and accrediting bodies, support correct registration and exam entries for learners on courses. To work with Head of Teaching, Learning and Assessment Quality and follow the College's Internal Quality Assurance (IQA) systems for internal verification, external verifier and moderator visits and to undertake Internal Verification duties as required
- To establish effective working relationships with employers and their apprentices or other learners. To effectively collaborate with all parties to ensure the teaching, learning, monitoring and recording of required knowledge, skills and behaviours takes place, resulting in achievement of End Point Assessment (EPA). To conduct reviews with the employer and the apprentice in the workplace.
- 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 contribute to curriculum development and establishing a culture of continuous improvement and innovation
- To provide learners with regular reports of progress and offer clear guidance on how to improve performance to reach their potential
- To advise the Head of Sector/budget holder on any required equipment and materials
- To maintain a current knowledge of the Business sector, developments in further education and training, including apprenticeships; the regulations that apply to particular programmes and, where appropriate, industrial and commercial trends that may relate to education and training. To attend and take part in the College's half termly Quality Improvement (QI) days as part of this process.
- To attend Course Team, Sector and College meetings and external meetings appropriate to the post
- To represent the College on appropriate and agreed public occasions, such as recruitment events, and to promote the best interests of the institution by creating a positive impression of the College in the minds of potential clients
- 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 including online learning.
- 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 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 |
|--|-----------|-----------|
| A Degree; or professional qualification; which is appropriate to the role/work     | ✓         |           |
| Relevant successful teaching or training experience                                | ✓         |           |
| Level 2 (equivalent) Qualification in Maths and English Language                   | ✓         |           |
| A Teaching Qualification *   |           | ✓*        |
| Knowledge and experience of current teaching and learning strategies               |           | ✓         |
| An Assessor Award  |           | ✓         |
| Experience of working as a Manager in charge of a team and/or substantial projects | ✓         |           |
| Competence in IT   | ✓         |           |
| Highly Motivated   | ✓         |           |
| Excellent Organisational Skills  | ✓         |           |
| Excellent Interpersonal Skills   | ✓         |           |
| Ability to work as part of a team  | ✓         |           |
| Excellent Communication Skills   | ✓         |           |
| Ability to work under pressure   | ✓         |           |
| Experience of working with a digital portfolio - eg OneFile                        |           | ✓         |
| Willingness to work to a flexible attendance pattern, including evenings           | ✓         |           |
| Setting and achieving high standards for yourself and your learners                | ✓         |           |
| Knowledge and experience of Equality & Diversity                                   | ✓         |           |
| Knowledge or experience of Safeguarding  | ✓         |           |
| Knowledge and experience of additional educational needs                           |           | ✓         |
| Knowledge of current developments within Apprenticeships & T levels                |           | ✓         |

***N.B.\*A Level 3 Award in Education and Training within the first year of appointment and a full teaching qualification must be achieved within 5 years***



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 sectors.

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.

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.

You can download an application pack from our College website [www.shipley.ac.uk](http://www.shipley.ac.uk)

Completed application forms and equalities monitoring forms should be returned to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk). 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'S 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"