



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

Internal & External Job Opportunities

Digital/Computing Trainee Teacher Further Education (FE)

Salary - £23,617 per annum (full time)

Closing Date: Monday 10th May 2021 @ 12 noon

Interview Date: Friday 14th May 2021

Start date: August 2021

“It is the supreme art of the teacher to awaken joy in creative expression and knowledge” *Albert Einstein*

We are looking for enthusiastic practitioners, ideally with a working background and qualifications to at least Level 3 in Digital or Computing, to join our existing team of tutors. You will need to be proactive, innovative and prepared to work with students who have a wide range of abilities. You will gain experience teaching both 16-18 year old and adult learners studying on programmes ranging from Level 1 to potentially Level 4.

The ability to teach cyber security within a Digital Support Services context, programming or detailed data analysis within a Data Technician context would be an advantage. It is possible that more than one candidate will be appointed if they have the right skills and experience.

Ever considered a teaching career in Further Education (FE)?

Working in FE really makes a difference to the individuals you are teaching. All sorts of students come through the door of an FE college: the 16 year old who senses that it's time to leave school, the adult facing unemployment who wants to retrain to find a job, the non-native speaker looking to master English or the individual who wants to follow a vocation rather than take a degree. They all have an eye on their future and this job will help them achieve their goals.

People continue to need quality teaching throughout their lives and as a FE teacher you would work with a broad cross section of people of different ages, abilities and circumstances.

We are offering a new and exciting opportunity to train while you earn as a Trainee Teacher at Shipley College. We are looking for a range of Trainees - you will receive a salary for two years while studying part time, at no cost to you.

What are the benefits of the Trainee Teacher role?

- You will be employed by Shipley College and paid a wage throughout the course
- Trainee Teachers will gain either a PGCE, or Cert Ed qualification if you do not have a degree, without needing to pay fees (currently £7,500).
- Trainee Teachers will gain a head start in their chosen profession

How does a Trainee Teacher role work?

This position combines working with studying part-time at the College. Trainee Teachers are employed throughout the 2 year programme, taking on an 80% workload while dedicating the rest of their time to developing their teaching practice. You will finish the period as a fully qualified post-16 teacher, once your qualification is achieved. Shipley College will help you identify an appropriate work-based mentor who can support you in your subject specialism.

Entry Requirements: You must:

- Hold a UK degree or equivalent professional qualification or relevant experience
- Hold Level 2 in mathematics and English
- Complete a Satisfactory DBS (Disclosure and Barring Service) check
- Be eligible to work in the UK
- Have worked for a minimum of three years in their area of vocation and is, at the time of applying still working in that same industry, or has been within the past 18 months;
- Must have access to a vehicle for business purposes

You will qualify for the general terms and conditions for teachers and have access to a range of benefits available to all staff at Shipley College, including:

- 40 days Holidays per year (September to August) plus Bank Holidays (8) and College closure days (7)
- Membership of the Teachers Pension Scheme should you choose to join
- Access to a free gym on site
- Reduced cost train travel

Once fully qualified you can expect your salary to range from £23,617 to £33,477 for a main scale teacher.

Depending on your previous teaching experience, you will have a reduced teaching load to begin with. Once you are up and running, you will have an 80% teaching load. Please note that there will be a requirement to work flexibly, which may include some Saturdays and 'school holidays'. The PGCE is taught across 12 Saturdays per year, which, for 2021/22, will be confirmed before you start. It is expected that you will have 100% attendance for the duration of your apprenticeship.

We expect our Trainee Teachers to form the backbone of our future workforce so are looking for the best candidates. We want you to be making the right step - for you and for us. Please contact us using the jobs@shipley.ac.uk if you want to arrange an informal call before applying.

If you want to find out more about the PGCE/Cert Ed, please email hbooth-martin@shipley.ac.uk.

How to Apply

Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk by 12 noon on the closing date of 10th May 2021.



Shipley College is a wonderful place to start your teaching career and we are delighted that you are considering completing an application for one of our Trainee Teacher roles. We want people that can inspire students to make the most of their lives. As a Trainee Teacher you may have some experience of the classroom or it may be all completely new to you. In any case you will have the potential to become a great teacher.

This Trainee Teacher role lasts for two years and you will be paid while you train - and we will meet the cost of a PGCE or Cert Ed.

Our practical, vocational and work-related courses are for students aged 16 or over and include Apprenticeships, full-time and part-time courses across a range of sectors. Your new job may find you working on all or some of these courses

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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. We have a fabulous team of colleagues whose dedication and attention to quality 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 was 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 or alternatively to request an application pack, please email jobs@shipley.ac.uk.

Completed application forms and equalities monitoring forms should be returned to jobs@shipley.ac.uk. We do ask that you accept that if you have not heard from us by the interview date that you will not have been selected for an 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"

What our students say about Shipley College

'I would recommend apprenticeships at Shipley College, because the tutors support your ambitions!'

Katie - Business Administration Apprentice

'I am now on the Level 3 Childcare course in my second year. I currently work at a nursery twice a week which was a little daunting at first but College prepares you for professional life'

Saif - Childcare

'I really enjoy it here and would highly recommend the College as an alternative to 6th form to anyone!'

Harry - Sport

'My class is so diverse with people of different ages, backgrounds and goals, but we all get on so well. I hope to go on to a career in Social Work as it's close to my heart'

Tabinda, - Access to Social Sciences

'I started university however it was not for me and I felt I would prefer to be in an environment where I could learn on the job. My apprenticeship through Shipley College is a really good way to get hands on training and the qualifications to progress in IT. My team at work are really supportive and there are lots of opportunities to develop my skills and knowledge so that I can progress in the industry and become an IT Network Engineer.'

Callum - IT, Software, Web and Telecoms Professionals Intermediate Level 2 Apprenticeship

'I prefer a quieter, more tranquil environment when I'm studying so I can concentrate. I'm hoping my course will lead me to university to study Fashion or Graphic Design'

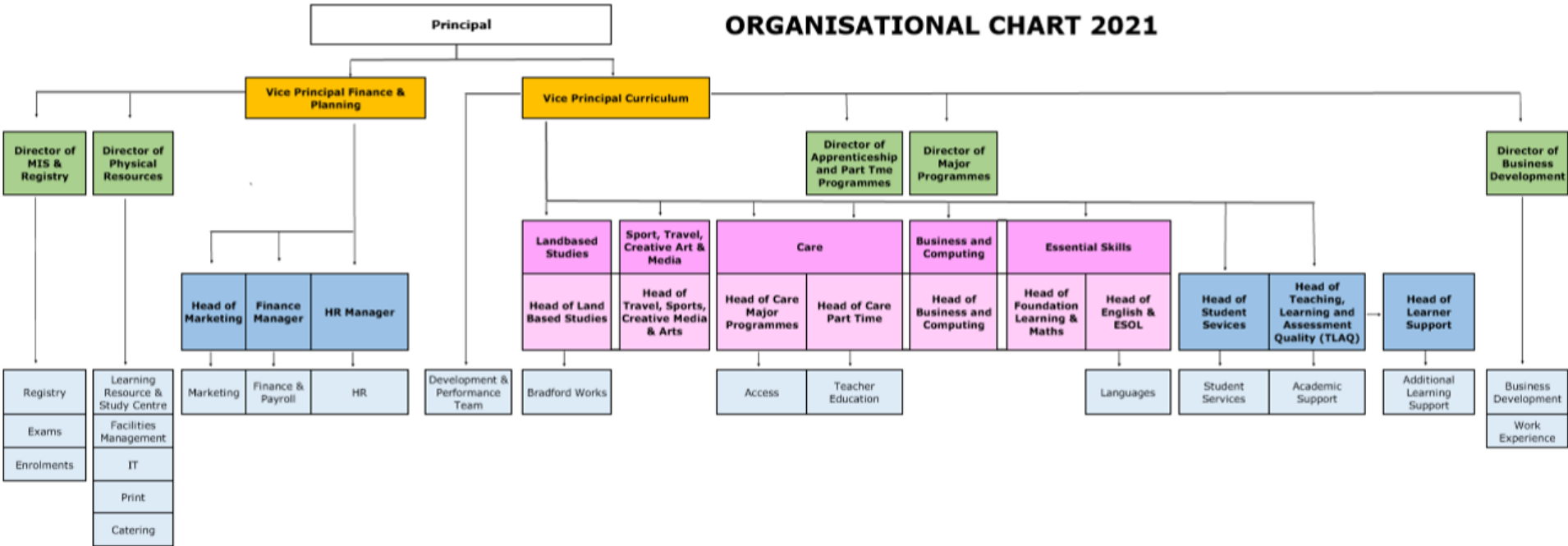
Junaid - Art & Design

'The course here has been excellent and has instilled me with the skills and knowledge to hopefully go on and secure a job or an apprenticeship'

Vanessa - Horticulture

Organisational Chart

ORGANISATIONAL CHART 2021



JOB DESCRIPTION

Post Title:	Trainee Teacher in FE (Digital: Support Services; Digital: Production, Design & Development; Digital: Business Services)
Responsible to:	Head of Business & Computing
Grade:	Lecturing Scale

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:

- 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 Teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery, is fully committed to inspiring students and acutely aware of the strategies required to achieve those highest standards within your subject area.

As a Teacher 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. This includes visiting students at their placement for review or assessment purposes.
- To ensure the smooth running of courses, including timely and accurate completion of student attendance records, retention and achievement records, end of course information etc
- To maintain excellent classroom management and student 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 course(s); 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, 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 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, including by developing effective working relationships with local Employers for the purposes of curriculum and continuing professional development.
- 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 subject area, developments in further education and training, 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.
- 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 L3 vocational qualification or higher	✓	
A UK Degree		✓
Previous teaching experience		✓
Level 2 (equivalent) Qualification in Maths and English Language	✓	
Three years vocational experience (must cover the last 18 months)	✓	
Must have expertise in one of: Cybersecurity/digital infrastructure; Programming; Detailed Data Analysis within a Data Technician context		
Good vocational knowledge	✓	
Excellent organisational skills	✓	
Ability to work as part of a team	✓	
Excellent communication skills	✓	
Ability to work under pressure	✓	
Knowledge and experience of Equality, Diversity and Safeguarding		✓
Knowledge of additional educational needs		✓
Right to Work in the UK	✓	
Valid UK Driving Licence	✓	