



**WORK AT  
SHIPLEY  
COLLEGE**

# Digital Transformation Manager

**Shingley College - Great people, great place!**

**Hours:** Full Time - 35 hours a week - Full Year

**Salary:** £40,924 FTE per annum

**Closing Date:** Friday 22nd May at 9am *(We may close this advert early if sufficient applications have been received)*

**Interview Date:** Monday 1st June 2026

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

Shingley College is looking for a Digital Transformation Manager to work with our Head of Teaching and Learning Innovation - Luke Terry, to inspire and help revolutionise our approach to how we work and learn. At Shingley, the professional development of all colleagues is a high priority - with protected time to come together as a team, to work independently or across the college - provided by SLT to all colleagues. We call this our Professional Learning Network (PLN).

You'll join Luke's PLN delivery team to nurture our digital and pedagogical skills, identifying opportunities for development, and building the tools and skills that strip away administrative burden, inefficiency and help each colleague fulfil their core function, creating **more time** for them to spend on the important things. You will need to root your decision making in strong-evidence based practice, and use your robust fundamental knowledge of pedagogy as your currency to build relationships with academic colleagues. You will be first and foremost, a great, highly-skilled teacher that understands the science of learning, how to apply it and how to teach it to teachers. You will understand that 'digital' is the tool, and not the lesson. We welcome disruption, and radical thinking, delivered within our culture of respect, empathy and integrity.

Whether you're coaching an academic team, developing an app or streamlining a business process, your enthusiasm for innovation will inspire your colleagues to step out of their comfort zones and be courageous in trying something new. So if you've spent the majority of your career as an inspirational Teacher Educator and digital pioneer, this is your platform to lead a college-wide revolution as part of the Professional Learning Network delivery team.

For an informal chat/tour prior to application, please connect with Head of TLI - Luke Terry. [lterry@shingley.ac.uk](mailto:lterry@shingley.ac.uk)



Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> <li>● Term time only working</li> <li>● Excellent holiday entitlement well in excess of statutory days.</li> <li>● Generous Pension Scheme</li> <li>● Professional Development opportunities</li> <li>● Access to a free gym on site</li> <li>● Reduced cost train and bus travel*</li> <li>● Access to free onsite car parks</li> <li>● Shopping discounts with discount app</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>● Has a proven track record as an inspirational Teacher Educator</li> <li>● Has the capacity to inspire, enthuse and 'make safe' the trying of new technologies and practice</li> <li>● Can translate strategic thinking into operational action</li> <li>● Has a keen eye for identifying skills/process gaps and disconnects (across college functions) and the technical skill to link and resolve them</li> <li>● Is excited to work alongside a dynamic team of advanced practitioners and with the Head of TLI to deliver digital transformation</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shipleys.ac.uk](http://www.shipleys.ac.uk). Completed applications should be submitted to [jobs@shipleys.ac.uk](mailto:jobs@shipleys.ac.uk).

<p>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.</p>	<p>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.</p>
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## Job Description

<b>JOB TITLE</b>	<b>Digital Transformation Manager</b>
<b>RESPONSIBLE TO</b>	<b>Head of Teaching and Learning Innovation</b>

### 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.
- Staff 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 lead Shipley College's digital revolution. To be the face of digital transformation, our digital expert, innovator and trainer, to inspire and educate all colleagues to develop their digital skills, digital mindset and create tools that help us make our processes and practice more efficient.

To ensure that the underpinning principles from which you build your approach are firmly rooted in the science of learning.

## **DUTIES AND RESPONSIBILITIES**

### **Delivery of the Professional Learning Network (PLN)**

Delivering digital skills training within the PLN, ensuring a high-quality, hands-on learning experience that meets the specific needs of academic and support colleagues.

Design and coordinate a structured schedule of learning opportunities within the PLN that caters to diverse needs, from foundational teaching, learning and assessment skills, foundational digital skills, through to advanced pedagogical innovation.

Monitor and report on the engagement and impact of the PLN, ensuring that protected development time translates into measurable improvements in student success and organisational efficiency.

### **Driving Digital Fluency and Academic Competence**

Lead the operational rollout of core teaching competencies across all academic departments, ensuring technology is used to support evidence-based practices such as cognitive load theory and retrieval practice. Not all colleagues (such as ECTs) may be ready for enhanced digital practice, so your role will be to help them develop some fundamental teaching skills, preparing them to move on to their digital learning pathway.

Move more experienced, confident academic colleagues from basic digital literacy to digital fluency—enabling them to choose and apply the right tools for specific pedagogical reasons.

Provide direct coaching and mentoring, delivering digital "surgeries", PLN activities, and developmental feedback to foster a culture of continuous, evidence-based improvement among academic and support colleagues. Helping your team of direct reports (Ed-Tech Colleagues) to promote the college's vision for technology-enhanced learning, and supporting their development and professional practice.

### **Cross-College Efficiency and Collaborative Learning**

Work proactively across academic departments and business/support functions to identify, create, and implement digital tools that drive organisational efficiency and reduce administrative burden.

Facilitate collaborative learning by connecting academic teams with support staff to streamline workflows and enhance the overall student journey.

Take an operational lead in developing digital competencies within business support functions, ensuring a consistent, high-tech approach to all college operations.

### **Strategic Alignment and Innovation**

Support the Head of Teaching, Learning and Innovation in aligning digital development with the college's Teaching and Learning Strategy and the Professional Learning Network Colleague Development Strategy.

Oversee the piloting of emerging EdTech trends, ensuring they are integrated effectively and ethically into academic life.

Champion a "one college" approach to professional development, breaking down departmental silos through shared digital platforms and collaborative networks.



## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and 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

### 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.***

Minimum Level 2 in English and maths.
A degree.
A teaching qualification (i.e Cert Ed/PGCE or equivalent).
Evidence of an outstanding teaching career and impactful creative practice.
Experience of coaching and mentoring colleagues to improve their digital practice.
Strong understanding of evidence-based digital practice and general pedagogy.

## 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.*

Experience of developing professional development programmes that improve digital skills
Evidence of your capacity to improve cross college functions, through the creation of apps, new digitally enhanced working practices and systems
Proven experience of leading TLA transformation in an educational environment, ideally within a Further Education or a similar setting.
Demonstrable experience in improving business systems/functions/process/practice.

## DESIRABLE CRITERIA

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

Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

## 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!

## Shibley 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**

