



**WORK AT
SHIPLEY
COLLEGE**

Head of Department - Participation & Development

Shingley College - Great people, great place!

Hours: 35 Hours per week (full time), full year, permanent

Salary: £47,432 per annum FTE

Closing Date: Monday 28th September 2026 at 9am ***(We may close the application early if sufficient applications are received. Early applications advised)***

Interview Date: TBC

Start Date: As soon as possible (subject to satisfactory pre-employment checks)

We are looking for a Head of Participation and Development. Reporting directly to the Vice Principal for Study Programmes, this is an operational leadership role where you will lead a high performing team of Academic Coaches and be responsible for the vision, leadership and quality assurance of the service, ensuring it delivers an outstanding student experience and acts as a valued partner to every curriculum area.

Working collaboratively with Heads of Department, you will ensure the Participation and Development team provides an exceptional service that complements and enhances the curriculum, delivering high quality tutorials, enrichment, employability, Future Leaders, Advanced Skills and personal development programmes that enable every student to thrive. You will oversee the planning, timetabling, delivery and evaluation of all provision, ensuring sessions are engaging, relevant and consistently meet the needs of learners and curriculum teams alike.

You will champion a philosophy that places students at the centre of everything the service delivers, creating opportunities for learners to become more world aware, develop the skills, behaviours and values required for modern Britain, and build the confidence to progress successfully into higher education, apprenticeships or employment. Through data informed leadership, you will monitor performance, drive continuous improvement and ensure Academic Coaches provide outstanding academic guidance, personal support and progression coaching.

As the Head of Participation and Development, you will oversee the quality of tutorials, enrichment, employer engagement and wider skills development, ensuring the service is



responsive, innovative and recognised across the College as a centre of excellence. You will foster strong partnerships with Heads of Department, curriculum teams, Student Experience and wider support services, ensuring seamless collaboration and a high quality, responsive service that supports learner success across the College.

You will be accountable for ensuring the Participation and Development service consistently delivers excellence, with clear performance measures, robust quality assurance and a culture of continuous improvement. Through effective leadership of people, resources and provision, you will ensure every curriculum area receives a professional, high quality service that enhances teaching, learning, student engagement and progression outcomes.

Whilst providing strategic leadership, you will also lead by example, undertaking the role of an Academic Coach when required, maintaining credibility through direct engagement with students and modelling the high standards of coaching, tutorial delivery and student support expected across the team. Through inspirational leadership, you will cultivate a culture of aspiration, participation, belonging and continuous improvement, ensuring Participation and Development becomes a defining strength of the College experience for every learner.

Benefits we offer include:	We are looking for someone who:
- Enhanced Pension Schemes - Professional Development opportunities - Access to a free gym on site - Reduced cost bus and train travel* - Access to free onsite car parks - Shopping discounts with discount app *qualifying period applies	- Holds a Level 2 (equivalent) Qualification in Maths and English - Holds a degree - Holds minimum level 4 PGCE qualification - Is passionate about seeing young people do well - Enjoys a job with variety - in which every day feels different - Is a skilled co-ordinator and leader - Creates energy and excitement for learning

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 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 Participation and Development
RESPONSIBLE TO	Vice Principal - Study Programmes

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.

Shipleigh College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

Shipleigh 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

As the Participation and Development Manager, you will play a pivotal role in empowering our students to achieve their full potential, both academically and in developing the essential skills needed for future success. You will lead and inspire a team dedicated to providing engaging, personalised support, fostering a positive learning environment, and ensuring students thrive within our college community.

ROLE AND RESPONSIBILITIES

Leadership of Learning

- Lead, inspire and develop the Academic Coach team to deliver consistently high-quality tutorials, wider skills sessions and personal development provision that is engaging, inclusive and responsive to learner needs.
- Drive excellence in learning and assessment through effective coaching, performance management, quality assurance and continuous professional development.
- Promote innovative approaches, including the effective use of digital technologies and independent learning strategies, to maximise student engagement and achievement.
- Ensure the curriculum develops students' employability, leadership, wellbeing, digital and life skills, preparing them to succeed in further study, employment and modern Britain.

Curriculum, Quality, Performance and Compliance

- Lead the planning, timetabling, deployment of staff and quality assurance of the Participation and Development service, ensuring provision is delivered efficiently and consistently across the College.
- Work with curriculum Heads of Department to monitor participation, attendance, engagement, retention and learner outcomes, using performance data to identify trends, implement targeted interventions and drive continuous improvement.
- Evaluate the impact of the Participation and Development curriculum through learner feedback, quality reviews and performance indicators, ensuring the service continually evolves to meet student and curriculum needs.
- Ensure compliance with College policies, safeguarding requirements, quality assurance processes and inspection expectations.

Curriculum, Tutorials and Skills Development

- Lead the design, implementation and continuous development of the Participation and Development curriculum, including Future Leaders, Advanced Skills, tutorials, employability and independent study provision.
- Ensure students develop the knowledge, behaviours, values and transferable skills required for successful progression into higher education, apprenticeships and employment.
- Oversee the delivery of work readiness activities, including CV preparation, interview skills, UCAS applications, simulated work environments and employer engagement opportunities.

Student Progress and Enrichment

- Lead an outstanding tutorial and enrichment programme that supports academic achievement, personal growth and successful transition into adulthood, further study or employment.
- Ensure students are effectively supported to monitor their academic progress, achieve their targets and engage in a broad range of enrichment activities that enhance confidence, resilience, leadership and community engagement.

Student Support and Collaboration

- Develop strong partnerships with Heads of Department, Student Experience, curriculum teams and wider support services to provide coordinated, timely and effective support for students.
- Champion a culture of positive behaviour, high expectations, participation and inclusion, ensuring students are supported to overcome barriers to learning and achieve their full potential.
- Contribute strategically to cross-college initiatives, supporting recruitment, induction, open events, examinations and wider student engagement activities.

Professional Practice

- Lead by example, modelling outstanding professional practice and fostering a culture of collaboration, accountability and continuous improvement across the Participation and Development team.
- Undertake Academic Coach responsibilities where required, maintaining credibility through direct engagement with students and ensuring the highest standards of tutorial delivery, enrichment and learner support.

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.***

Hold Level 2 Literacy and Numeracy (or equivalent)- must be evidenced at the interview with original certificates
Educated to Degree Level - must be evidenced at the interview with original certificates
L4+ Recognised Teaching Qualification - must be evidenced at the interview with original certificates

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.

Able to demonstrate a solid understanding of the Ofsted FE Tool Kit especially the Participation and Development section
Leadership or management experience within Further Education or a related education setting.
A proven track record of leading, developing and coaching staff to improve performance and deliver outstanding outcomes for students.
Experience of designing and delivering high-quality CPD that engages staff and promotes pride in professional practice.
Ability to connect with, inspire and motivate young people, fostering high aspirations and positive engagement.
A sound understanding of the challenges and opportunities experienced by young people and adults in modern Britain, and the ability to respond through effective personal development provision.
Working knowledge of the VESPA model and its application to improving student success, engagement and achievement.
Experience of curriculum timetabling and/or scheduling to support effective service delivery.
Demonstrable commitment to continuous professional development and keeping professional knowledge and practice up to date.
Willingness to work flexibly, including occasional evenings and weekends, to meet the operational requirements of the role.

DESIRABLE CRITERIA

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

Experience of ensuring inclusive practice that enables Equality, celebrates Diversity and supports students with a range of needs.
Demonstrable commitment to safeguarding, student wellbeing and creating a positive, trauma-informed learning environment.
Knowledge and experience of Safeguarding and the PREVENT agenda
Clean driving licence and access to a car with business use insurance

Message from the Senior Leadership 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!

Shipley 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

