



**WORK AT**  
**SHIPLEY**  
**COLLEGE**

# Participation & Development Manager

## Shingley College - Great people, great place!

**Hours:** 37 Hours per week (full time), full year.

**Salary:** £29,822 to £30,631 per annum FTE

**Closing Date:** Monday 20th July 2026 at 9am ***(We may close the application early if sufficient applications are received. Early applications advised)***

**Interview Date:** 27th July 2026

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

Shingley College delivers life-changing learning.

We're looking for a Participation and Development Manager to lead, motivate and support our team of Academic Coaches.

This full-time, full year position offers the opportunity to lead a team delivering truly impactful learning experiences.

If you're dedicated to empowering young people, have strong leadership abilities, and flourish in a lively and diverse environment, Shingley College is where you can make a genuine difference.

Join our team and help us develop the next generation of talented young adults, equipping them with the skills and knowledge to succeed in all aspects of life and work.



Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> <li>● Enhanced Pension Schemes</li> <li>● Professional Development opportunities</li> <li>● Access to a free gym on site</li> <li>● Reduced cost bus and train 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>● Holds a Level 2 (equivalent) Qualification in Maths and English</li> <li>● Holds minimum level 3 qualification</li> <li>● Holds a Level 3 Award in Education &amp; Training or equivalent, <b>or is willing to work towards</b> (we will fund this)</li> <li>● Is passionate about seeing young people do well</li> <li>● Enjoys a job with variety - in which every day feels different</li> <li>● Is a skilled co-ordinator and leader</li> <li>● Creates energy and excitement for learning</li> </ul>

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

<p>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.</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>	Participation and Development Manager
<b>RESPONSIBLE TO</b>	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

Lead the Academic Coach team in designing and delivering a comprehensive skills curriculum, including the Future Leaders and Advanced Skills Programmes. This role involves managing independent study spaces with a philosophy that places student needs at the centre of every initiative.

To provide leadership and a clear vision for the Academic Coaches to enable students become more world-aware (increasing their understanding of themselves and others), to experience more of the world they live in and will help to shape (the workplace, our community and the natural environment) and to learn (by doing) the skills, behaviours and ethics they will need to be safe, productive and purposeful in modern Britain.

To oversee the quality of the timetabling and delivery of all sessions. You will lead the team to champion the development of students' broader employability skills alongside their academic pursuits, whether through college programmes, workplace experiences, or community engagement. to groups of students in a fun and engaging way, using a mix of techniques that appeal to and



engage young people. These sessions also include support with 'getting work ready', simulated work environments including CV preparation, and UCAS Applications.

To schedule and support the team to deliver individual and group tutorials to enable students to navigate the complex transition to adulthood and provide the platform for them to become successful in life and work. As you lead you will be a source of motivation and practical advice that will help students to make strong academic progress against their academic targets. You will ensure the team guides students in tracking and documenting their progress and skill development against their individual master target grades, ensuring clear pathways to success.

To oversee the schedule of enrichment activities and ensure our students have the greatest opportunity for holistic growth and development through participation in a wide range of activities.

You will provide leadership to enable the team to use a data-driven Support: Utilise registers, ILPs, and college MIS systems including Navigate for accurate record-keeping and data analysis to support learner achievement and identify areas for improvement.

You will support them with the correct referral & collaboration across the college and identify students requiring specialised assistance and facilitate seamless referrals to the Student Experience team, ensuring holistic student support.

You will be an ambassador for positive behaviour & conduct, celebrating and reinforcing positive student behaviors, while providing constructive guidance and support to students needing behavioural improvement.

You will lead in conjunction with a wider team on cross-College engagement and actively contribute to cross-college activities, such as exam support or open evenings, demonstrating a commitment to the wider college community.

As the Participation and Development Manager you will also be required to act as an Academic Coach when required and undertake all the associated roles and responsibilities including conducting tutorials, leading wider skills sessions such as Future Leaders and Advanced Skills sessions, enrichment and managing the large shared spaces.

## 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.***

Level 2 in literacy and numeracy or equivalent - <b>This must be evidence by way of original certificates at interview</b>
Minimum Full Level 3 qualification
Level 3 Award in Education & Training or equivalent, <b>or willingness to work towards</b>
Strong communication and presentation skills
Experience of leading a team
High energy individual with excellent organisational skills

### 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 coaching or group learning
Experience of using computerised systems effectively (we use systems such as UNIT-e, Advantage and Navigate)
Experience of timetabling / scheduling
Working knowledge of using the VESPA Model to support student success and achievement
Understanding of the challenges and opportunities that young people experience in modern Britain
Ability to connect with and motivate young people
Ability to contribute as part of a team and to take the lead on activities using their own initiative
Ability to liaise with internal and external stakeholders and provide a high level of customer service

## DESIRABLE CRITERIA

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

A leadership and management qualification
Able to work flexible hours when required
Experience of data analysis, to support tracking student progress over time
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Knowledge and experience of Equality, Diversity & Inclusion

## 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!

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## 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**

