



Student Personal Development Manager	
Reporting to:	Vice Principal– Student Support
Working Hours:	Full time (37.5 hours per week)
Salary:	M1 Points 28 -34 £31,417 - £36,413
Annual leave	26 electable days, bank holidays, and efficiency closure days at Christmas

Job Purpose

Our core purpose at Plumpton college is to equip our students with the knowledge, skills and behaviours to prepare students for life as successful and responsible citizens and play leading roles in their future industries.

The student personal development manager, working closely with the Vice Principal (student support) will be the strategic lead for all aspects of the students' personal development outside of the core curriculum as outlined in the Ofsted Inspection framework.

The post holder will have the strategic responsibility for managing the delivery and implementation of the college's professional and personal development programmes for all study types including Apprentices.

Working with cross college managers to a calendar of national and local trends, the student development manager will help inform and embed a cross college programme and workshops linked to a range of topics including but not limited to mental health, healthy relationships, sustainability, EDI, and E-Safety.

The post holder will be responsible for the development and implementation of relevant programmes and/or workshops linked to Level 2 Safeguarding referrals.

The student development manager, in conjunction with the Vice Principal will also play a pivotal role in ensuring that the student performance management policy is adopted fairly and consistently and that positive behaviour modification strategies are implemented effectively.

Duties and responsibilities of the job

1. Strategic Focus

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| <p>a. To provide the strategic leadership, development, planning and direction for the College's Students' personal and professional development in alignment with the outstanding grade descriptors in the Education Inspection Framework.</p> |
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b. To coordinate the development of the personal and professional development programmes, ensuring impact is monitored, measured and recorded.
c. To lead on the establishment of annual performance targets (KPIs) for all relevant strategic priorities, and ensure these are cascaded and owned by respective managers and coordinators within their teams, with performance monitored through the college data dashboard.
d. To work closely with the Designated Safeguarding Manager to plan a proactive approach to managing and supporting students' needs through packages of intervention at lower levels.

2. Student Personal Development

a. To ensure that the personal and professional programme is of high quality and innovative, differentiated by level and sector specific which maximise outcomes and progression for all students.
b. To work with the Vice Principal (Student Support) to ensure that the college's student performance management policy is adopted fairly and consistently and that effective behavioural modification strategies are implemented where necessary by the student development coach team through relevant workshops.
c. To analyse and interpret the student performance management data and implement effective intervention measures.
d. To develop and oversee the L1 and L2 Safeguarding referrals process and ensure that appropriate and effective programmes or workshops are in place.
e. To ensure that where applicable students' 1-1 referrals are monitored, measured and impactful enabling students to move forward with independent strategies within the 6-week programme.
f. To train and develop the student development coaches to become effective advocates for students and families in performance related meetings.
g. To work closely with relevant departments to support, help inform and embed the delivery of a relevant and trend- informed ongoing programme of student enrichment, incorporating health promotion, equality and diversity, key national dates and both competitive and participative sports and leisure activities.
h. To work with relevant managers to help identify where preventative support mechanisms are required to enable students to continue to engage positively in their studies.
i. To personally deliver 5 hours of personal development or workshop session to a cohort of students.
j. To work with the relevant cross college managers (in particular the Student Experience Manager, Marketing manager and the Student Union team) and liaising with external agencies to ensure that the inclusive and engaging enrichment calendar is implemented and is reflected in the Scheme of Learning as well as brought to life across the college.

3. Management and Leadership

a. To manage staff effectively to ensure that staff are well informed, listened to and engaged in all aspects of college activity.
b. To motivate and empower staff to deliver excellent results in accordance with their annual targets. through 1:1 meeting, team meetings and appraisals.

4. Continuous Professional Development

a. To participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.

b. To actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience.
c. To attend and represent the college at sector specific groups to maintain sector knowledge and professional awareness of developments relating to the role.

5. Financial controls and operational assurance

a. To work with the Head of Finance to ensure the proactive management of budgets in line with financial regulations and budgetary control and monitoring processes.
b. To ensure all staff/managers are fully trained and compliant with college policies relating to HR, safeguarding and health and safety.
c. To ensure equality of opportunity among all protected characteristic groups and vulnerable student groups and seek to promote diversity in all aspects of college life.
d. To undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a degree and / or a professional qualification.
Hold a minimum Level 2 in English and mathematics.
Significant leadership experience and the natural ability to lead by example to motivate and empower both staff and students.
Proven experience of effectively managing, developing and supporting staff to deliver consistently high standards.
Excellent communication skills with a proven ability to negotiate, influence and present to a wide range of audiences, presenting complex scenarios in plain simple language.
Ability to take difficult decisions and to instigate change in a positive and realistic way.
Excellent interpersonal skills and emotional intelligence necessary to lead and motivate a committed and highly skilled team of staff.
Capacity to work under pressure whilst retaining a calm disposition and a track record of managing and prioritising a substantial workload and meeting deadlines.
In-depth awareness and understanding of current and future trends and developments in post-16 education and training.
Demonstrate a commitment to your own personal development.
Demonstrate flexibility, reliability and adaptability and a passion for the college ethos.

Desirable criteria for the post
Hold a management qualification.
Training or experience in the following areas: wellbeing, mental health, safeguarding.
Teaching experience.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

Date issued...

JD category

Agreed by

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.