



Student Development Manager	
Reporting to:	Vice Principal – Student Support
Working Hours:	Full time (37.5 hours per week)
Salary:	Salary Scale M2 £38,205 - £43,044 per annum
Annual leave	30 electable days, 8 statutory days and efficiency closure days at Christmas

Job Purpose

The Student Development manager will be the strategic lead for all aspects of the student personal development journey. The post holder will be responsible for leading a comprehensive range of student support services which include: Careers Information Advice and Guidance (CIAG), pastoral and wellbeing support, work experience and personal development programmes for all study types including 16-19 study programmes, HE and Apprentices.

They will ensure that a cohesive approach is taken to ensuring students across the college take advantage of a range of opportunities to grow, develop and acquire the skills necessary for their successful progression and employability. They will also be responsible for developing the student engagement strategy to ensure that our whole student body is at the heart of the college's decision making and a driving force for innovation and improvement.

As a member of the College's Management Team the post holder will also play an active and integral role in the overall management and strategic direction of the college and, in particular, provide strategic leadership in the development of inspiring, innovative and collaborative approaches in work experience and careers improvement that results in students achieving the highest possible standards.

Duties and responsibilities of the job

1. Strategic Focus

a.	To provide the strategic leadership, development, planning and direction for the College's Personal Development, Behaviour and Attitudes plans and processes
b.	To coordinate the development of the programmes, in collaboration with cross college managers, to ensure that the Aspire, Work Experience, Careers and enrichment programmes will enhance student progression and development opportunities
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.

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| d. The postholder will also be responsible for the management and delivery of the ESIF (European Social Fund) project which includes ensuring that students are receiving employer shaped skills provision that equips them effectively for future employment. |
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2. Student Development

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| a. To ensure that the Aspire 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 disciplinary policy is adopted fairly and consistently and that effective behavioural modification strategies are implemented where necessary. |
| c. To work closely with the Student Experience Manager and the Student Union to support, help inform and embed delivery of a relevant and trend- informed ongoing programme of student enrichment, sports and awareness to all students, incorporating health promotion, equality and diversity, key national dates and both competitive and participative sports and leisure activities. |
| d. To drive and inform a cross college engagement programme which provides opportunities for student involvement in Youth Social Action, volunteering, personal development and leadership activity. |
| e. To promote the Prevent duty and British values through guidance on improving the moral, social and cultural development of students. |

3. Work Experience

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| a. To oversee the development and implementation of the college wide work experience process |
| b. To be the strategic lead on work experience delivery across the college, including industrial placements and work experience on study programmes and apprenticeships and meet the CDF target. |
| c. To contribute to the implementation of the College's strategic aims ensuring destinations are in place for all students using Promonitor. |
| d. To ensure the full utilisation of the CRM system to maintain an accurate database of organisations in liaison with the Business Development team to generate high quality extended work placement activities . |

4. Careers

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| a. To lead on the development and implementation of the College's career strategy to ensure that all students have access to impartial information, advice and guidance at all stages of their course which will enable them to make informed decisions about their next steps. |
| b. To ensure the delivery of an effective career's programme and activities which are mapped against and meet the Gatsby benchmarks. |
| c. To work with Curriculum Managers to ensure that students can access a range of opportunities through the college curriculum to ensure ambitious and aspirational progression routes for students. |

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| d. To project manage the externally funded projects (CDF and ESIF) to ensure that all outcomes are met and administrative procedures are audit compliant. |
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5. Management and Leadership

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| a. To lead and direct by motivation, challenge and development to ensure that the respective teams provide an outstanding cohesive and comprehensive pastoral and guidance support service to students which supports them in their current studies and future. |
| b. To motivate and empower staff to deliver excellent results in accordance with their annual targets. |
| c. To work with the Student Experience Manager and the Student Union team to ensure plans for an inclusive and engaging enrichment calendar for both day and residential students, providing a variety of social, cultural and sporting activities is implemented. |
| d. To work with the Director of Quality to ensure that ProSolution and ProMonitor are used as an integrated approach to systems processes and data reporting and evaluation. |
| e. To attend and represent the college at sector specific groups to maintain sector knowledge and professional awareness of developments surrounding student information management. |

6. Continuous Professional Development

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| 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. |

7. Financial controls and operational assurance

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| a. To work with the Head of Finance to ensure the proactive management of budgets by all managers 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.
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.
A clear understanding of strategies to improve the quality and responsiveness of curriculum to meet the needs of employers.
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 a passion for the college ethos.

Desirable criteria for the post
Hold a management qualification.

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 30 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.

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.