



# TRURO & PENWITH COLLEGE

## HEAD OF CAMPUS Application Information Pack



# Advert

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Full Time

**Head of Campus** (Penwith)

£60,000 per annum

Appointment from: August 2022

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding'.

This is an exciting opportunity for an experienced individual to take the next step in their leadership journey. The Head of Campus role will develop even the most experienced educator and allow the individual to make a significant impact on the educational experience of vulnerable young people in the West Cornwall area.

You will be based at our re-developed campus in Penzance, Penwith. Our Penwith campus was created following a major £30million redevelopment, incorporating historic buildings with state-of-the-art facilities. Situated in an elevated position in the heart of Penzance, Penwith offers a diverse range of provision for 16–19-year-olds and adult learners, including part-time courses and Higher Education courses.

This new role will be responsible for the day-to-day operations of the Penwith Campus which will include school liaison, school taster days, safeguarding, lead on student discipline, timetable operation and rooming, admissions, lettings and events, community engagement, premises, cleaning and security, health and safety and UCAS along with line management responsibility of operational staff and the PPD and GCSE/Functional Skills teaching teams.

It is essential that the successful candidate has the ability to lead, support and motivate staff members and build good relationships with stakeholders, students and employers along with a personal history of successful involvement in educational and operational management.

*We offer a generous package with benefits including 40 days annual leave plus bank holidays and College closure days, teacher pension scheme, relocation package, free on-site parking and a variety of on-site benefits and discounts.*

*Interviews are likely to take place week commencing Monday, 11 July 2022.*

**CLOSING DATE: 12 NOON, MONDAY, 4 JULY 2022.**

*Curriculum Vitae are not accepted, Application Forms only.*

*Successful candidates will be notified within 4 weeks of the closing date.*

# About us

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We are proud of our College and what it has achieved since it opened in 1993. Student numbers have grown tenfold and this September we welcomed 5150 full time 16-18 students, 480 HE students, 700 Apprentices and 6,000 part time students at our two campuses. The College's broad range of provision includes a wide choice of more than 42 A level subjects, The International Baccalaureate, BTEC and UAL Diplomas, a range of occupational based courses including Construction, Hospitality, Hair and Beauty, Automotive Engineering and Engineering. There is a very significant High Needs provision, and the College offers a wide range of apprenticeships together with professional qualifications as well as a large Higher Education provision from levels 4 to level 6.

The College has continued to invest in new buildings to accommodate the growth in provision and has also undertaken a series of major capital projects including the re-development of the Penwith Campus and the establishment of a new Free School – Callywith College in Bodmin. The College is financially very secure, and this allows for continual investment in the supporting of our learners. The Truro and Penwith Multi Academy Trust was established in February 2014 and focuses on pre-16 education. The trust has grown to include over twenty schools across three hubs in Cornwall. The College is also a Maths Hub, Computing Hub, it leads on the Science Learning Partnership and is a member of the Institute of Physics. 2021 saw the completion of a new build at the Truro campus which is part of the South West Institute of Technology. The College is the only Cornwall based partner in this organisation and the building will be used to develop the curriculum offer in Engineering and Digital.

Central to everything the College does is the student. Our commitment is to provide the very best student experience and allow all our students to achieve their objectives and aspirations. The College is very innovative and dynamic in the way that it works and has developed an excellent reputation both locally and nationally. It was one of the first colleges to be awarded Beacon status and in 2016 was the first college to be graded Outstanding under the new inspection framework. The College has also gained The AOC National Beacon Award for Leadership and Governance and the AOC National Beacon Leading Light Award. The College is also the only provider of the new T Level qualification in Cornwall and has already recruited to the first three pathways.

We are looking for exceptional candidates with the vision, energy and determination to provide first class education and training for the county. Individuals able to work with a committed and supportive senior management team and governing body to build on success and seize the opportunities to further develop the College and provide a first-class education and training for all our learners.

If you have the appetite and leadership qualities to take on this challenging yet very rewarding role, then we look forward to receiving your application.

**Martin Tucker**

**Principal**

# Job Description

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**Post:** HEAD OF CAMPUS

**Responsible to:** DIRECTOR OF OPERATIONS (PENWITH)

**Grade:** £60,000 per annum

**Conditions of Service:** Truro and Penwith College conditions of service.

With other members of the College management team, it will be necessary to maintain cover throughout the year.

Holidays will be taken with the agreement of the Principal.

Head of Campus will in general need to be working part-time in the College from the middle of August and full-time from the end of August.

**Main Purpose of Job:** The successful applicant will play an important role in managing our Penwith Campus including day to day operations of the campus which will include school liaison, school taster days, Safeguarding and student disciplinaries, timetable operation and rooming, admissions, liaison with partners, lettings and events, community engagement, premises, cleaning and security, Health & Safety and UCAS.

To contribute to the work of the whole College in a variety of ways not specifically listed.

To assume line management responsibility for key Penwith staff.

Providing individual support for students including information and guidance at the pre-enrolment stage, on-going support during students' courses and preparing references and arranging careers help when a student moves on from College.

Leading a team of staff and managing resources to organise and develop a broad range of high quality full and part-time courses associated with this curriculum area.

Leading the team's efforts to enhance recruitment, retention and achievement of students at the Penwith campus.

Ensuring that the educational experience of students in the area is of the highest quality.

## **Specific Duties:**

### Day-to-Day Operation

Ensuring the effective running of day-to-day operations and that operations meet appropriate standards.

Responding appropriately to problems and challenges.

Respond to complaints and other issues as appropriate.

Planning for the annual calendar, start and end of year, and other events.

Day-to-day adjustments to rooming arrangements and the smooth running of external bookings.

Leading on the preparation of lecturing staff schedules.

Arranging for the efficient use of buildings and rooms.

Overseeing the arrangements for Transport.

Regular liaison with Catering providers.

Overseeing fire procedures, co-ordinating First Aid arrangements.

Responding to Health & Safety day-to-day issues in liaison with the Director of Operations and the Health & Safety Officer

Undertake the role of Duty Manager as per the annual schedule.

To manage and deploy resources responsibly and efficiently to ensure best value is obtained.

### Student Support

To work collaboratively with the Director of Student Experience to ensure that appropriate support arrangements are in place for all students.

To lead on the maintenance of student discipline.

Provide individual support for students, including information and guidance at the pre-enrolment stage, on-going support during students' course.

To participate in the programme of guidance interviews arranged for all full-time students.

To lead the Penwith student council and undertake learner voice.

To lead on attendance and retention.

### Marketing and External Partnerships

To play a full part in the operation of College marketing events.

To play a major role in liaison arrangements with partner schools.

To lead on the school taster day programme.

To establish good relationships with community groups and other relevant organisations in the Penwith area.

To liaise with the Community Police and other services on matters relating to the College.

UCAS

To support the UCAS process across Penwith College

Staffing

In collaboration with the Director of Operations (Penwith) to ensure that appropriate staff development arrangements are in place

Working with the Premises Manager and the wider Premises team to offer a high-quality service.

Penwith Admissions:

To enhance recruitment, retention and achievement of students within the area.

Line Management:

To be Line Manager of several support staff and teams and Programme Areas. Including Admissions and Operations Administrator, Lettings and Events Coordinator, Cleaning Supervisor, Penwith PPD, Maths and English GCSE/Functional Skills.

## **Specific Duties:**

To oversee the day-to-day operations of the Penwith campus

To be responsible for the delivery and development of an agreed programme of learning opportunities for full-time students and associated part-time provision.

To work with colleagues to drive forward student recruitment at the Penwith campus.

To play a key role in the interviewing, enrolment and induction of students and to establish personal knowledge of students and maintain detailed records in an agreed format.

To play a full part in the preparation and delivery of information to prospective students and participate in all activities associated with this including visits to schools, careers events, open days and evenings and publicity events.

To maintain close links with partner schools, careers service and other guidance agencies.

To maintain appropriate records and provide information as required by the senior management of the College.

To support the preparation of an annual Development Plan for the team which reflects the College's strategic and operational plans.

To contribute fully to the College's strategic planning process

To take responsibility for a delegated budget and contribute to the overall management of College resources.

## **General Requirements:**

As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following: -

The first nine months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

- To participate in the scheme for appraisal and review of performance adopted by the College.
- The provision of a high-quality environment for student learning and associated activities.
- To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.
- Student Welfare and Support Services.
- All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

- To be responsible for promoting equality and diversity in line with College procedures.
- To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.
- The development of a flexible and responsive institution.
- College Promotional and Marketing Activities.
- The safe and appropriate use of College equipment, premises and property.
- Health and Safety Procedures as laid out in the College Health and Safety Policy.
- Staff Development Activities.
- General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.



# Person specification

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## HEAD OF CAMPUS

	ESSENTIAL	DESIRABLE	HOW MEASURED
A degree or similar equivalent professional qualification and a recognised teaching qualification.	X		Certificates
A record of continued study or professional development.		X	Application form References Interview
A record of achievement in teaching in an area appropriate to the College.	X		Application form References Interview
A personal history of successful involvement in educational management e.g., as a PTL or equivalent.	X		Application form References Interview
Leadership qualities and a willingness to assume responsibility.	X		Interview
An ability to get on well and to motivate individuals and a commitment to good working relationships.	X		Interview
Be an effective communicator, both written and oral.	X		Application Interview
Be well organised, give attention to detail and capable of ensuring efficient procedures.	X		Application Interview
An interest in developing the cross-college responsibilities identified in the job description.		X	Interview
Proven experience within an operational management role within an education setting.		X	

# Useful Links

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[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

[TRURO AND PENWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

## Terms & Conditions

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### **Continuous Service**

Your continuous service dates from the commencement of the contract with the college except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Contract, the pensions scheme and other agreements.

### **Holidays**

Holiday entitlement for this post is currently 40 working days plus college closure days and public holidays.

### **Probationary Period**

The appointment is subject to the satisfactory completion of a 9-month probationary period.

### **Pensions**

The post falls within the scope of the Teachers' Pension Scheme (TPS). Further details can be found at <https://www.teacherspensions.co.uk/members/member-hub.aspx>

### **Commitment to Safeguarding**

Truro and Penwith College is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo a Criminal Record (DBS) Check (Standard or Enhanced depending on the post applied for) and past employment checks.

### **Equality, Diversity and Inclusion**

The College is an Equal Opportunities Employer and is committed to ensuring a culture of valuing diversity and equal opportunities.

### **Data Protection**

By applying for a post at Truro and Penwith College, you are giving your consent for us to process personal information about you. We have legal obligations to fulfil in the way that we deal with that data. We must collect the information fairly, that is, inform you that we will process it for the purpose of recruitment and selection and the employment relationship for the successful applicant. All information will remain confidential and will only be viewed by those involved in the selection process. If you are not successful, then your information will be destroyed after six months in accordance with Data Protection Policy.

# Working for Us

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In recent years the College has won a number of prestigious awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for five years running in the Workplace Health Awards and in 2017, the AoC Beacon Award for Mental Health and Wellbeing & Leading Light Award.

The College is also accredited with Investors in People, Investors in Diversity, Matrix accreditation and Beacon Status.

Located in a stunning county with dramatic coastline, captivating fishing harbours, spectacular beaches and a world class food scene, Cornwall is a great place to live and Truro and Penwith College a great place to work.

## Benefits

- Competitive salaries
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- Cycle to Work Scheme
- Generous holiday & sickness entitlements
- Free cash point facility
- Free Library membership
- Free parking at our Truro and Penzance campuses
- We invest in facilities
- We have fun (team days and social events)
- We value staff development
- Free health and wellbeing programme
- Free recreational courses
- Staff Discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- In house leadership and management programme
- Accessible campus and facilities
- Free access to Counselling and Mental Health Advisors
- Workstation Assessments/Occupational Health Referrals
- Excellent facilities onsite for relaxation and rejuvenation at discounted prices – restaurants, coffee shops and salons

# How to apply

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Application forms and details of how to apply for this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

or via email to

[personnel@truro-penwith.ac.uk](mailto:personnel@truro-penwith.ac.uk)

Application forms can be sent to us either by email to

[personnel@truro-penwith.ac.uk](mailto:personnel@truro-penwith.ac.uk)

or by post to:

HR and Employee Services  
Truro & Penwith College  
College Road  
Truro  
TR1 3XX

## Outstanding Education Inspiring Futures

