



TRURO & PENWITH COLLEGE

FULL TIME LEADERSHIP & MANAGEMENT TRAINER

Application Information Pack



Advert

Full Time

Leadership & Management Trainer

£25,830 - £38,356 per annum

An exciting opportunity has arisen to work within the Business & Professional Delivery Team at Truro & Penwith College. We are looking to appoint an enthusiastic and hardworking Leadership & Management Trainer to provide high quality learning experiences for students.

Applicants should boast excellent communication skills be committed to good working relationships with students and employers and have the ability to motivate others.

Candidates should self-motivated, be educated to degree level and hold an appropriate teaching qualification.

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.

CLOSING DATE: 12 NOON, FRIDAY 8 JULY 2022.

Curriculum Vitae are not accepted, Application Forms only.

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

About us

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. 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 will see 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.

The Lecturer scale is divided into a number of bands:-

B	£25,830 - £28,071
C	£29,688 - £33,221
D	£34,826 - £38,356

The precise band on which the post will be offered will be finally determined at interview.

I ask that experienced candidates should include details of the results their students have obtained over the past two years. Candidates should also indicate if they are able to contribute to other aspects of the College's teaching programme. The selection criteria for short listing and at appointment will include consideration of qualifications, previous experience and achievements, ability to work with energy and commitment, ability to work as a member of a team, and ability to contribute to the future development of the College.

Job description

Post:	Leadership and Management Trainer
Responsible to:	Deputy Team Leader
Salary:	£25,830 - £38,356 per annum Full time, 52 weeks Permanent
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	Teaching, providing learning support for students and liaising with employers. Undertaking other professional tasks within the curriculum team, the student support team or across the College.
Specific Duties:	To diagnose learners' and employers' needs and to formulate programmes that will match those needs.
Learning Support:	To design a pattern of learning experiences. To provide high quality learning experiences for students. To be a member of a curriculum team and to co-operate fully in its work. To participate fully in arrangements for student assessment and progress reviews.
Tutorial Support:	To establish a personal knowledge of and relationship with assigned students. To be a member of a student support team and to co-operate fully in its work. To help students identify and resolve matters which block their progress.

To liaise with staff and other organisations to provide information and support for students

Other Professional Tasks:

To accept responsibility for specific tasks within the curriculum team, the student support team or across the College.

The nature of such tasks will vary from time to time, responsibilities will be assigned by the Principal following discussions with individual members of staff, the Senior Staff and Team Leaders.

Typical responsibilities might include acting as a Course Leader, acting as a Subject or Section Leader, undertaking a cross-College curriculum function or developing a new course or delivery arrangement.

To build relationships with employers, supporting them to identify business needs and designing programmes to address these.

To ensure learner success and timely achievement.

To ensure all programmes focus on supporting learners to make a positive impact in the workplace.

To work with the wider team to follow up past learners to identify positive impacts and produce case studies.

Administration and Planning:

To maintain appropriate records of assessments and learner progress.

To contribute to working parties or team groups.

To undertake all administrative tasks associated with assigned teaching, tutorial and other tasks and to participate in the planning process operating within the individual teams and in the College.

General Requirements:

As a member of staff the post-holder 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.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

LEADERSHIP AND MANAGEMENT TRAINER

Ideally, the person appointed will have the following skills and experience:

- A degree or similar equivalent professional qualification and an appropriate teaching qualification.
- A record of continued professional development.
- A record of achievement in teaching within an area appropriate to the curriculum remit of the team.
- Be an outstanding communicator, both in writing and orally.
- Be committed to good working relationships with students and employers and have the ability to motivate others.
- Be committed to the implementation of a curriculum and working practices which are free from any bias relating to gender, disability or ethnicity.
- Enthusiasm for the opportunities presented by the College.
- Proven track record of two or more of the following:
 - Providing coaching and mentoring within a commercial environment
 - Practical experience of good business practice / processes
 - Developing and implementing business improvement strategies for clients
 - Achievement of targets to required timescales
- Ability to plan, organise and work under pressure
- Self-motivated and personable – capable of working both as a team player and independently
- IT literate
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence
- Willingness to work in a client-centred way, e.g. time, venue
- Ability to create and keep effective records and systems / audit compliance

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Useful Links

[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

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

Terms & Conditions

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

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
- In House 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

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

Application forms can be sent to us either by email to

personnel@truro-penwith.ac.uk

or by post to:

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

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