



TRURO & PENWITH COLLEGE

FULL TIME DEPUTY TEAM LEADER – HIGHER EDUCATION (OPERATIONS AND DEVELOPMENT)

Application Information Pack



Advert

Full Time

Deputy Team Leader – Higher Education (Operations and Development) (Truro)

£40,904 - £43,346 per annum

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding' and rated Gold standard in the previous TEF cycle. The College has several exciting developments in Higher Education (HE), with the introduction of Nursing, Higher Technical qualifications, a new LLB Law offer and significant new developments in engineering and digital. The College is currently building a new state of the art engineering, digital and nursing facility at Bodmin to support the expansion of HE programmes.

The successful applicant will take a leading role in the growth of HE and have operational oversight of the delivery of HE including course elements such as tutorial, student support, student voice and employability, as well as development of HE courses, higher and degree apprenticeships and higher technical qualifications. This is a non-teaching post to reflect the expectations of the role but it is essential that applicants have experience of teaching HE and a history of successful involvement in educational initiatives.

The successful applicant will also have experience of leading and motivating staff to achieve outstanding performance and have a proven record of delivering solutions to meet customers' needs.

We are seeking applicants with good academic and professional qualifications and a recognised teaching qualification (FE or HE). We are looking for someone who works with confidence, who has a proven track record of leading quality improvement, with a clear enthusiasm for this area.

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 15 JULY 2022

Please note short listing will take place on the 18 July 2022 and successful candidates will be interviewed on the 21 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.

We are looking for exceptional candidates with the vision, energy and determination to lead at senior level. Individuals able to work with a committed and supportive 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

Post:	DEPUTY TEAM LEADER – HIGHER EDUCATION (with responsibility for development and quality)
Responsible to:	Principal
Salary:	Management Spine Points 2 - 4
Conditions of Service:	Truro and Penwith College Conditions of Service.
Specific Duties:	<p>To undertake specific responsibility in the leadership of the area as agreed with the HE PTL & Director of Curriculum Development.</p> <p>To have operational oversight of the development of HE courses, higher and degree apprenticeships, higher technical qualifications and relevant higher education policies and procedures.</p> <p>Lead on HE recruitment to increase recruitment from within the college and local community.</p> <p>Work closely with Programme Leads on HE course improvements and the development of new courses</p> <p>Manage the approach to HE student and learning support including managing the Student Support Advisers</p> <p>Attend student support meetings (where required)</p> <p>Manage the approach to HE careers and employability, including managing the HE Careers and Employability Adviser</p> <p>Lead on the HE tutorial programme</p> <p>Oversee HE student satisfaction including student surveys, student voice meetings and student ambassador meetings and ensure effective actions are taken in response to student feedback</p>

Cont.

Oversee HE student complaints and investigations

Provide operational and student related reports for College Board of Studies for Higher Education (CBSHE)

Staff engagement with Turnitin and development and support of remote learning for appropriate programmes

Liaison with PTLs regarding mentoring and support for new HE teaching staff, HE start of year, handbooks and release of results

To undertake specific responsibility in the leadership of the area as agreed with the PTL.

To deputise for the PTL in their absence.

To represent the programme area at cross-College meetings etc, when required to do so.

To play a full part in the leadership of the curriculum area.

To undertake any cross-College functions which the Principal may request from time to time.

General Requirement:

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

To participate in the scheme for appraisal and review of performance adopted by the College.

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

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

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

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 development.

Truro and Penwith College is a new institution which will go through a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

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

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

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.

Role:

The role of the Deputy Team Leaders will vary. This variety will reflect the different needs of different teams, the different size teams and the enthusiasm and strengths of particular individuals. Nevertheless, we are keen to have some commonality across the College in the workloads and roles of staff who take on this role.

Particular tasks might include responsibility for a subgroup of students or for a curriculum division of the programme area. One DTL from each area might be asked to take a lead on quality matters and to meet with other DTLs with the same role to form the College quality committee.

The precise roles of each individual DTL will be defined following discussion with the relevant PTL and members of the senior management team.

DEPUTY TEAM LEADER

PERSON SPECIFICATION

The person sought will possess most, if not all, of the following characteristics:

- A degree or similar equivalent professional qualification and a recognised teaching qualification.
- A record of continued study or professional development.
- A record of achievement in teaching within an area appropriate to the College.
- A personal history of successful involvement in educational initiatives.
- Leadership qualities and a willingness to assume responsibility.
- An ability to get on well with and to motivate individual students.
- Be an effective communicator, both written and oral.
- Be well organised, give attention to detail and capable of ensuring efficient procedures.
- Be committed to good working relationships 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 development of a new College.
- An interest in developing the cross-College responsibilities identified in the job description.

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
- 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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