



## JOB DESCRIPTION

<b>Post:</b>	ESF Curriculum Area Lead – Meeting Smart Specialisation Needs through Higher Level Skills
<b>Responsible to:</b>	Project Manager and Curriculum Area Lead
<b>Salary:</b>	£36,675 per annum Scale Point D12 Full Time, Fixed Term until 31 <sup>st</sup> August 2023 <u>This post is part-funded by the European Social Fund</u>
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To collaborate with business participants across Cornwall and the Isles of Scilly to co-develop and pilot Smart Specialisation skills provision, with a specific focus on Space and Aerospace.</p> <p>To create and trial new and innovative curriculum content and delivery models that meet the needs of businesses and learners and contributes towards the achievement of the ESF Smart Specialisation Skills Innovation and Placements project and institutional priorities in a cost-effective manner.</p>
<b>Specific Duties:</b> Learning Support:	<p>To engage with and support employers, diagnose and identify needs and skills gaps and ensure that these are met resulting in an appropriately qualified workforce.</p> <p>To design a Smart Specialisation Skills programmes for Space and Aerospace that meet the needs and aspirations of businesses within the relevant sectors.</p> <p>To pilot the delivery of new provision and provide learning support for candidates who engage in the programme</p> <p>To provide high quality learning experiences for business participants and individual learners.</p> <p>Ensure participant data is recorded appropriately and that ESF compliance is adhered to.</p> <p>Liaise with and support the Project Manager and European Projects Manager with project related activity and feedback</p>



- Tutorial Support:**
- Where appropriate, to participate fully in arrangements for client/ learner assessment and progress reviews.
  - To establish a personal knowledge of and relationship with assigned learners.
  - To be a member of a student support team and to co-operate fully in its work.
  - To help learners identify and resolve matters which block their progress.
  - To liaise with staff and other organisations to provide information and support for students
  - Undertaking other professional tasks within the curriculum team, the student support team or across the College.
  - To be a member of a curriculum team and to co-operate fully in its work.
- 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.



**European Union**

European  
Social Fund

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 six 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.

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

### ESF Curriculum Area Lead – Meeting Smart Specialisation Needs through Higher Level Skills

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

- A graduate/ post-graduate degree or equivalent professional qualification.
- Specialist and substantial subject knowledge in Space and Aerospace
- Experience of business engagement activities and an understanding of the business landscape of Cornwall and the Isles of Scilly.
- Experience of curriculum development and teaching and learning strategies.
- 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 that are free from any bias relating to gender, disability or ethnicity.
- Enthusiasm for the opportunities presented by the College.
- Proven track record in business diagnostics and developing and implementing skills improvement strategies
- Ability to plan, organise and work under pressure and to achieve targets against prescribed deadlines.
- 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

#### **Desirable:**

- A formal teaching qualification or HEA Fellowship

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.