



# TRURO & PENWITH COLLEGE

## **FULL TIME PROGRAMME TEAM LEADER HIGHER EDUCATION** Application Information Pack



# Advert

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Full Time

**Programme Team Leader in Higher Education** (Truro)

£45,692 - £49,721 per annum

Appointment from: January 2023

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding' and awarded a Gold Standard in the previous TEF cycle.

An exciting opportunity has arisen to lead our Higher Education Team which delivers a range of Qualifications including Higher National Diplomas, Foundation Degrees, one full three year BSc, LLB, PGCE and Cert Ed, Higher Apprenticeships and Higher Technical Qualifications working with the University of Plymouth, University of Greenwich and Pearson EDEXCEL.

The Higher Education Programme Team Leader is responsible for the quality of the college's HE provision working alongside Curriculum PTLs to ensure the curriculum offer and content, teaching and learning, pastoral support, learning resources, recruitment and the overall student experience are of the highest quality. They are responsible for the administration and support for Higher Education courses delivered in the University centre Truro & Penwith and it is essential that they can lead, support and motivate staff members in order to deliver a cohesive programme across Higher Education.

We are seeking applicants with good academic and professional qualifications, appropriate Higher Education in Further Education experience and experience of leadership in an educational context. The successful candidate will be a committed professional who is able to share their enthusiasm with students and staff to deliver a cohesive programme across Higher Education courses. The role includes liaison with and reporting to HE Governors, managing the college's relationship with OfS and ensuring appropriate reporting takes place as required by Higher Education Registration.

The successful applicant will be required to manage quality to ensure high quality teaching on education programmes and contribute to providing an outstanding learning experience for our students. A commitment to curriculum development and a flexible approach to teaching and learning are required. They will also need to work with confidence supporting students with a wide variety of widening participation backgrounds and project enthusiasm for all aspects of Higher Education.

Applicants should have experience of successful teaching on Higher Education courses and hold a full teaching qualification or professional recognition in learning and skills.

*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 4 NOVEMBER 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. 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 a 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.

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:** PROGRAMME TEAM LEADER

**Responsible to:** Principal

**Grade:** Management Spine Point 5 – 9

**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.

Programme Team Leaders 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.

The required teaching commitment will be determined in the light of student numbers and other demands.

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

Leading a team of tutors to deliver high quality support to all students assigned to the team.

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 within the area.

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

**Specific Duties:**

To oversee day to day operational issues in the work of the HE Team in liaison with the HE Co-ordinator and HE DTL.

To provide support for all full time and part time HE students working closely with the Programme Team Leaders, Programme Leaders and the HE administration and support Team.

To contribute to HE Quality Development in liaison with the Director of Curriculum Development and with the relevant University or external awarding body and provide reports and information as required.

To lead on the writing of an HE SAR and presenting at the Governors HE Quality Assurance Group, to manage HE Action Plans and an OfS Conditions Risk Register.

To lead on the College submissions and reporting relating to the Access and Participation Plan, TEF and other requirements of OfS or DfE

To lead on new course proposals in consultation with the Director of Curriculum Development.

To liaise with the Director of Curriculum regarding establishing HTQ status for new and existing programmes and the development of LLE opportunities.

To support the Director of Curriculum Development with regard to the college's commitment to the SouthWest institute of Technology and to liaise with the Nursing and Allied health team to ensure that the development of HE Nursing and health provision meets the need of the Awarding Body and OfS.

To work with HE PLs and the marketing team to develop and maintain an annual HE marketing plan that can be followed to improve recruitment.

To work with the ESF team with all projects related to raising aspirations and widening participation in Higher Education to ensure projects support our HE offer.

To take an active role in staff development for staff teaching on Higher Education programmes.

To take responsibility for keeping abreast of national HE initiatives and developments and to inform Senior Leaders as necessary.

To have a major presence within the Fal building and encourage the development of an academic environment for Higher Education students.

To oversee the response to informal complaints regarding HE and be responsible for the colleges response to formal complaints, acting as investigating officer as requested by the Director of Curriculum.

To act as Institutional lead for the NSSW UniConnect project and attend relevant meetings of the Steering group on behalf of the Principal.

To liaise with the Business Development team to ensure that the development of higher apprenticeships is managed in a timely and effective fashion ensuring approvals are of high quality and follow the college approval process.

To increase the opportunity for research and scholarship within the college through the development of the College HE journal and initiatives such as HEA fellowship.

To oversee support for the provision of Teaching and Learning in conjunction with relevant Programme Team Leaders who have responsibility for Programme Leads and teaching staff.

To oversee student engagement and the development of the HE Learner Voice through meetings with the HE Student Representatives, student feedback and internal and external questionnaires.

To oversee the Annual Programme Monitoring, Programme Committee meeting, Assessment Task Approval, Subject Assessment Panel and Exam Board process, and attend relevant internal and external meetings.

To oversee the organisation of the HE Programme Leaders meetings and College Board of Studies for Higher Education and chair as requested by the Director of Curriculum.

To oversee the Assessment process and ensure teaching staff are aware of the IV, assessment and moderation process required for HE.

To oversee with the relevant senior manager, the writing and updating of HE Policies and Procedures as required by the OfS and advised by other external institutions

To oversee, with the support of Curriculum PTLs, the employer engagement and work placement activity linked to existing HE programmes and the approval and reapproval.

To undertake some teaching or academic support within Higher Education as appropriate and agreed on a year by year basis.

**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:-

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 Development.

The Higher Education sector is a rapidly changing and evolving environment and so staff with HE responsibilities 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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## PROGRAMME TEAM LEADER

	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 activities.	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



# 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

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

Application forms can be sent to us either by email to

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

or by post to:

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

## Outstanding Education Inspiring Futures

