



# TRURO & PENWITH COLLEGE

## HEAD OF OCCUPATIONAL STUDIES Application Information Pack



# Advert

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Full Time

**Head of Occupational Studies** (Truro & Penwith)

**£55,000 to £60,000 per annum**

Appointment from September 2023

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

An exciting opportunity has arisen to lead our Occupational areas including Construction, Automotive, Hairdressing, Beauty Therapy, Hospitality and Catering programmes including Future Skills in a cross-site role with responsibility across all campuses.

The College has a large provision of occupational areas with approximately 500 students currently studying across the full-time programmes. The Future Skills Programme area incorporates our apprenticeships, adult and project delivery with 600 apprentices, 2000 adult learners and facilitates our funding bids to enable us to invest in our teaching and training provision and update our facilities to support individuals, employers and the wider county.

The Head of Occupational Studies will be responsible for the quality of provision within the occupational area, this includes the curriculum offer and content, teaching and learning, pastoral support, learning resources, recruitment and the overall student experience. It is essential that they lead, support and motivate staff members and build good relationships with stakeholders and employers.

We are seeking applicants with good academic and professional qualifications, appropriate lecturing 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 all courses in the programme area.

A commitment to curriculum development and a flexible approach to teaching and learning are required. They will also need to work with confidence with a wide variety of ability levels and project enthusiasm for all aspects of the subjects.

If you are interested in this position and would like the opportunity for a phone conversation with the Principal, please email [hr@truro-penwith.ac.uk](mailto:hr@truro-penwith.ac.uk) and we will arrange a time. Interviews for this position will take place week commencing Monday 5 June 2023.

*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 19 MAY 2023.**

*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, 600 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 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 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 lead at senior level. Individuals able to work with a committed and supportive Senior Management Team 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.

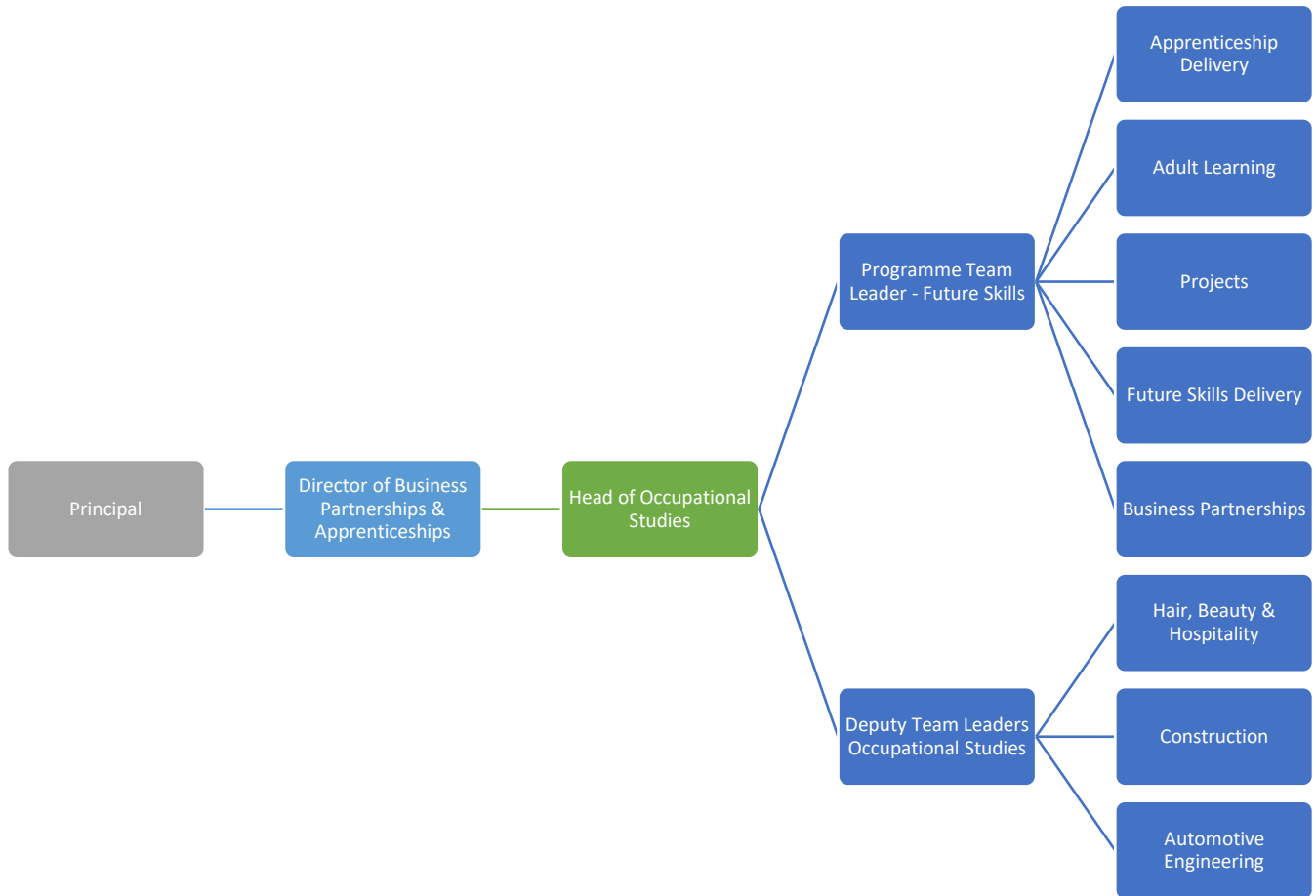
If you have the appetite and leadership qualities to take on this challenging yet very rewarding role, then we look forward to receiving your application.

**Martin Tucker**

**Principal**

# Structure & Delivery

## Line management responsibility



The Head of Occupational Studies will have responsibility for the following programmes:

Construction	Hairdressing and Beauty Therapy	Hospitality and Catering	Automotive	Future Skills
L1 Carpentry & Joinery L2 Carpentry & Joinery L1 Bricklaying L2 Bricklaying L1 Plastering	L1 Hairdressing L2 Hairdressing L3 Hairdressing L1 Beauty Therapy L2 Beauty Therapy L3 Beauty Therapy L3 Nail Services	L1 Professional Cookery L2 Professional Cookery	L1 Automotive L2 Automotive L3 Automotive	L2 to L6 Apprenticeship Provision Adult Learning courses – Recreational and Professional Development Project work/SPF &SDF Bespoke Training Solutions

Full details of courses on offer can be found here:

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

# Job Description

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**Post:** Head of Occupational Studies

**Responsible to:** Director of Business Partnerships and Apprenticeships

**Grade:** £55,000 - £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 Occupational Studies 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:** Line management of all Occupational areas including Construction, Automotive, Hairdressing, Beauty Therapy, Hospitality and Catering programmes and Future Skills. Cross site role with responsibility for the following at all campuses:

Promotion of the College vision and leading on vocational delivery and Personal Development to ensure the College meets Outstanding requirements within the Education Inspection Framework.

Ensuring that the educational experience of students across the College is of the highest quality.

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 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.

**Specific Duties:**

Responsible for Occupational and relevant T-Level timetable guidance and compliance.

Responsible for ensuring Occupational and relevant T-Level learners meet planned hours and learning agreements are completed.

Responsible for the quality and performance of all Occupational curriculum including relevant T-Level's against College targets for Outstanding and supporting staff to identify and address areas for improvement.

Responsible for Occupational and relevant T-Level learner attendance and supporting staff to ensure this meets College targets.

Responsible for Tutorial approach and content across all Occupational and relevant T-Level courses.

Responsible for signing off course transfer decisions and requests for occupational learners.

Support the organisation of June destination day.

Responsible for ensuring that the Enrichment offer is accessible to all Occupational and relevant T-Level learners.

Responsible for support for progression to employment and apprenticeships.

Responsible for ensuring all occupational students secure relevant and meaningful work experience and work-related activity.

Responsible for the organisation of external speakers, trips and visits for Occupational learners.

Responsible for stakeholder codesign of Occupational schemes of work.

Supporting organisation of exams and invigilation for Occupational learners.

Responsible for the development of relevant new provision including HTQ's and T-Levels.

Responsible for maximising student growth across all Occupational provision.

Responsible for the quality of delivery for relevant apprenticeship programmes.

Responsibility for the delivery and quality of relevant Adult Learning programmes.

Responsibility for the allocation and interviewing of new learner applications.

Working in collaboration with other Heads to ensure the quality of student experience at Truro and Penwith College.

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 prepare an annual Development Plan for the team which reflects the College's strategic and operational plans.

To contribute fully to the College's strategic and curriculum planning process.

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

To lead a team in the process of self-assessment of performance and to prepare the relevant Self-Assessment Report (SAR).

To maintain and develop the quality of teaching and learning and to be responsible for observation of teaching.

To undertake other duties as deemed commensurate with the role and its level of responsibility.

**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.

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.

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.

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.



# Person specification

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## Head of Occupational Studies

	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
Recent relevant leadership experience of FE teams	X		
Up-to-date knowledge of <ul style="list-style-type: none"> <li>• Vocational and Occupational courses</li> <li>• Further sectors</li> <li>• Student-related systems and procedures</li> <li>• Quality Assurance standards</li> <li>• Funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum</li> </ul>	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 Further Education / Technical and Vocational Education and Training (TVET)	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
Self-motivated, working above and beyond required role.	X		Application form References 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 – Our Vision and Values

## Mission

Our Mission Statement is: 'To provide the best possible learning experience, leading to the highest possible level of achievements by our students' and we promote the Values of Wellbeing, Engagement, Aspiration and Respect among our staff and students.

Vision & Ambition – [Click here](#) for more details

The graphic features the title 'OUR AMBITIONS' in large white and yellow text. Below it, three horizontal sections are separated by thin yellow lines. Each section has a bolded title on the left and a list of bullet points on the right.

LOOK FURTHER	<ul style="list-style-type: none"><li>• Aspiration: Students gain the confidence and self-belief to set ambitious progression and career goals</li><li>• Inspiration: Students are inspired by interactions with staff, stakeholders and alumni</li></ul>
REACH FURTHER	<ul style="list-style-type: none"><li>• Triumph: Students exceed expectation and achieve their full potential</li><li>• Talent: Expert lecturers with a passion for teaching, learning and assessment</li><li>• T&amp;PC Magic: exceptional facilities, enrichment and opportunities</li></ul>
GO FURTHER	<ul style="list-style-type: none"><li>• Progression: Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers</li><li>• Prosper: Students develop the skills needed to flourish at university or in employment</li><li>• Productivity: Students gain the skills employers need, supporting the economy to thrive</li></ul>

## Values

The graphic features the title 'OUR VALUES' in large white and dark grey text. Below it, four horizontal sections are separated by thin yellow lines. Each section has a bolded title on the left and a descriptive paragraph on the right.

OUR VALUES	Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.
WELLBEING	Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.
ENGAGEMENT	Taking full advantage of the opportunities available to us, both at college and beyond.
ASPIRATION	Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.
RESPECT	Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

# Working for Us – Benefits

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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 status annually in the Workplace Health Awards. In 2020, we received matrix re-accreditation for the quality of our Information, Advice and Guidance.

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

The College has been re-accredited with the [Investors in Diversity](#) quality mark in 2021. This demonstrates the College's commitment to an all-encompassing approach to equality, diversity and inclusion.

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 and Hybrid working policies
- Cycle to Work Scheme
- Generous holiday and sickness entitlements including the opportunity to purchase additional annual leave
- 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 - Each year the College holds five Development Days
- Free health and wellbeing programme including access to our onsite Gym and a range of exercise classes and wellbeing activities
- Free recreational courses
- Staff discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- 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

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

Application forms can be sent to us either by email to

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

or by post to:

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

## Outstanding Education Inspiring Futures

