



TRURO & PENWITH COLLEGE

PROGRAMME TEAM LEADER BUSINESS & LAW Application Information Pack



Advert

Full Time

Programme Team Leader – Business & Law (Truro)

£46,264 - £50,343 per annum

Appointment from September 2023

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

The Business & Law programme area delivers an extensive range of Level 1 to 6 courses to meet the demands of both students and employers. It has grown to become one of the largest departments across the college with the majority of the provision in the 16-19 curriculum. Courses includes A-Level and vocational subjects covering Accounting, Business, Economics, Law, Travel & Tourism, Management & Administration and Criminology with over 700 students being taught by our experienced, knowledgeable and talented team of lecturers.

The higher education delivery includes both LLB Law and BA(Hons) Business, Enterprise and Leadership degrees. Enrichment activities to stretch, challenge and support progression to the world of work are extensive, including encouragement to participate in local and national competitions. Skill development is further enhanced by the Law Academy which gives learners the opportunity to compete in mooting competitions, public speaking, develop legal research, reasoning and client care skills. Students are also offered the opportunity to become directors of their own company through the Enterprise Academy, taking on full responsibility from its inception to closure. The department is extremely well resourced and has a team of over 30 lecturers focused on providing a high quality student experience and regularly achieving outstanding results.

Team leaders are responsible for the quality of provision within their programme 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 business courses. The successful applicant will be required to provide 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 with a wide variety of ability levels and project enthusiasm for all aspects of the subject.

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, MONDAY 26 JUNE 2023.

Curriculum Vitae are not accepted, Application Forms only.

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: PROGRAMME TEAM LEADER

Responsible to: Director of Partnerships

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 be responsible for the delivery and development of an agreed programme of learning opportunities for full-time students and associated part-time provision.

To lead, co-ordinate and monitor a team of personal Tutors, advising on standards, changes and developments in the area of work covered by the team.

To provide a programme of detailed monitoring of individual students needs and academic progress and, where appropriate, maintain contact with parents or others who have an interest in the progress of students.

With other Programme Team Leaders to operate a student tracking mechanism in particular relation to early leaver analysis and student destination survey.

To play a major role in the interviewing, enrolment and induction of students and to establish personal knowledge of students and maintain detailed records in an agreed format.

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 Programme Team Self-Assessment Report (SAR)

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

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:-

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.
- 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.
- Student Welfare and Support Services.
- 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.
- To be responsible for promoting equality and diversity in line with College procedures.
- To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.
- 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.

Person specification

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

[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

hr@truro-penwith.ac.uk

Application forms can be sent to us either by email to

hr@truro-penwith.ac.uk

or by post to:

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

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