



**HEAD OF FACULTY
BUSINESS, LAW AND TRAVEL & TOURISM
FULL TIME
TRURO**
Application Information Pack

Advert

Full Time

Head of Faculty – Business, Law and Travel & Tourism (Truro)

£51,752 - £53,388 per annum

Are you an ambitious and inspiring leader ready to shape the future of education?

Truro and Penwith College is seeking an exceptional Head of Faculty to lead one of our thriving curriculum areas.

This is an exciting opportunity to play a key strategic role in delivering outstanding academic outcomes, driving innovation, and championing an exceptional learner experience.

As a member of the College Management Team, you will lead with vision and integrity—supporting staff, developing a dynamic and inclusive curriculum, and ensuring high performance across all aspects of teaching, learning, and assessment.

As the Head of Faculty, you will be responsible for driving continuous quality improvement, whilst ensuring that the curriculum and resource planning is highly efficient and in line with College procedures. The successful candidate will foster employer engagement to create meaningful work experience opportunities for students and promote professional behaviours, high attendance, and a culture of care and aspiration throughout the faculty.

Ideal candidates will have proven leadership experience in education, preferably in Further or Higher Education, with a strong record of improving student outcomes and developing inclusive curriculum. The successful candidate will also have excellent financial acumen, advanced strategic planning capabilities, and inspirational people management skills that demonstrate the ability to lead and develop high-performance teams. Above all, a genuine passion for transforming lives through education is key.

Joining Truro and Penwith College means becoming part of a forward-thinking, award-winning institution dedicated to excellence.

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: 5PM, MONDAY 30 JUNE 2025

Curriculum Vitae are not accepted, Application Forms only.

Successful candidates will be notified within 4 weeks of the closing date.

About us

Join Our Journey of Excellence: Shape the Future with Us

Truro and Penwith College is widely respected as one of the best colleges in the country. We offer a range of educational choices, supported by modern resources and inspirational teaching.

Since opening its doors in 1993, our College has grown into a thriving hub of education, opportunity, and achievement. From humble beginnings, we now proudly support over 5070 full-time students aged 16-19, 704 higher education students, 740 apprentices, and 4,000 part-time learners. Our expansive offerings include more than 42 A-level subjects, the International Baccalaureate, BTEC and UAL Diplomas, and industry-focused programs in Construction, Hospitality, Hair and Beauty, Automotive Engineering, Nursing and more. We are also a beacon for High Needs provision, apprenticeships, professional qualifications, and higher education courses ranging from levels 4 to 6. The college's recent OFSTED report from December 2025 highlights the college's exceptional commitment to student success, industry-aligned training, and outstanding personal development opportunities.

Truro College is a purpose-built campus across 13 main buildings and offers excellent, modern facilities designed around the needs of our students. Our other main site, Penwith College in Penzance, was created following a £30million redevelopment incorporating historic buildings with state-of-the-art facilities.

Our commitment to growth is evident in our continued investment in cutting-edge facilities and infrastructure. Our College is at the forefront of STEM education and we are proud partners in the South West Institute of Technology, with state-of-the-art facilities at our Truro Campus, as well as a STEM and Health Skills Centre in Bodmin to help school leaver and adult students from across Cornwall access specialist and unique courses in Engineering, Health, Nursing and Digital, each designed in partnership with key local employers. Other affiliations include the establishment of a Free School – Callywith College in Bodmin.

Students are at the core of everything we do, driving our commitment to their success and inspiring every decision, investment, and innovation we make. 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. The College is very innovative and dynamic in its approach, earning an exceptional reputation both locally and nationally. We were among the first colleges awarded Beacon status and in 2016 was the first college to be graded Outstanding under the new inspection framework. Our accolades include the AOC National Beacon Award for Leadership and Governance and the AOC National Beacon Leading Light Award, and as the first provider of T Levels in Cornwall, we are leading the way in shaping pathways to future careers.

Your Opportunity to Make an Impact

We're seeking exceptional educators with vision, energy, and determination to deliver first-class education.

Be part of a dynamic team that's transforming lives and shaping futures. Apply today and help us continue to set the standard for educational excellence!

Job Description

Post: Head of Faculty

Responsible to: Associate Director

Salary: Point 57-59

Conditions of Service: Truro and Penwith College conditions of service

Main Purpose of Job: The Head of Faculty will play a pivotal role in leading and delivering an exceptional learner experience and driving academic excellence, ensuring that the College fulfils its mission, vision and values, and that the faculty meets its operational objectives.

This role combines responsibility for overseeing and driving the quality of a dynamic curriculum offer and the learner experience, as well as the line management of faculty staff.

You will be responsible for the financial efficiency of the faculty including all staffing costs, resource expenditure, staff development and for ensuring that this is managed within the College's budgetary constraints.

You will be responsible for driving professional student behaviours, attitudes and attendance within the faculty. This will include the implementation of college attendance and behaviour policies and processes and the accurate recording and handling of complaints and/or disciplinaries.

You will ensure meaningful and high-quality work placement opportunities and employer engagement, working in partnership with college work placement support teams and local business networks.

You will work collaboratively as a key member of the College Management Team, leading the faculty to deliver exceptional educational outcomes, personal development and progression for learners of all abilities, and fostering a culture of continuous improvement for learners and staff.

Specific Duties:**Supporting College Strategy:**

Ensure an exceptional and sustained academic performance in the faculty through a culture of continuous improvement.

Ensure all faculty processes and practices are aligned with college strategic aims, maximising learner outcomes and experience.

Ensure, through financial forecasting and budgeting, that all faculty expenditure, including staffing costs, resourcing and on-costs (e.g. resource maintenance, etc.), remains within budget to support the efficiency and financial stability of the College.

Develop and maintain an inclusive, innovative and ambitious curriculum, meeting learner needs to maximise learner outcomes and experience.

Lead faculty staff ensuring high motivation and a commitment to college values, through communication that is professional, clear, caring, engaging, accurate and timely.

Collaborate as part of the College Management Team (CMT), to generate innovative solutions through a learning culture (e.g. to improve learner recruitment, enhance college processes, etc).

Represent the College within the community, enhancing its reputation with external stakeholders, including agencies, schools, colleges, employers, parent/carers, etc.

Lead the faculty through the annual student recruitment process including school liaison activities, interviewing, confirmation of course offers, effective IAG related to both faculty courses and subjects as well as general college processes and systems.

Identify and pursue opportunities for funding bids related to curriculum, innovation, development, and learner support.

Keep up to date with developments in Further Education and implement change strategies as required.

Leadership and Management:

Work closely with the College Leadership Team to effectively manage the faculty, ensuring alignment with college strategic aims.

Ensure faculty interests are represented through pro-active engagement with cross-college decision-making and planning.

Lead and inspire the faculty, ensuring it offers the highest quality service and fosters a culture of care and high aspiration for learners and staff.

Model and implement the College's values, to promote and uphold professional behaviours throughout the organisation, and ensure the safety of all.

Provide leadership in the further development of the College culture.

Provide dynamic and effective line management of all faculty staff.

Ensure compliance with college policies, including Health & Safety, and ensure that staff adhere to academic and procedural standards.

Oversee and manage faculty budgets and financial forecasts, ensuring resources are deployed efficiently and aligned with college priorities. Work closely with the finance team to monitor expenditure, allocate resources, and take corrective actions when necessary to ensure financial sustainability.

Ensure, through working with MIS and exams, that all funding returns from the faculty are accurate, and all exam entries are submitted accurately and in a timely manner.

Learner Experience and Success:

Identify and meet the needs of all learners, delivering the highest standards of service to support their success through a culture of care and high aspiration.

Continuously review and improve the learner experience, focusing on inclusivity and improving outcomes for all learners.

Monitor learner progress, intervening when necessary to address issues and ensure all learners reach their potential.

Lead and manage learner-facing activities and initiatives that contribute to learner engagement and achievement.

Take ultimate responsibility for the learner experience and outcomes, ensuring the consistency and high-quality across all elements of faculty curriculum and delivery.

Curriculum and Teaching, Learning and Assessment:

Lead the development of an innovative and ambitious faculty curriculum, offering breadth, choice, and progression, ensuring relevance to both local and national needs.

Work with all staff to ensure curriculum planning, assessment, and delivery meet high standards and address learner learning needs.

Collaborate with the College Leadership Team to ensure the highest standards in teaching, learning and assessment practices across the faculty.

Oversee new curriculum developments, including curriculum reforms and emerging qualification opportunities, ensuring successful implementation and promotion.

Ensure that curriculum activities align with college strategic aims, operational objectives and deadlines, including effective marketing and communications.

Through liaison with key stakeholders, ensure an ambitious and well-rounded holistic curriculum that includes sector specific knowledge, skills and behaviours, employability skills, academic skills and strategies for personal development.

Be informed of current pedagogical research and use this to inform faculty practice.

Team Development:

Provide inspirational leadership to faculty staff, ensuring alignment with the College's culture, vision and values, fostering high-performing teams.

Lead the recruitment, appointment, and performance management processes for teaching and support staff.

Develop a culture of effective and ambitious staff professional development, providing regular feedback and monitoring of individual performance. Monitor the effective use of the faculty Staff Development budget.

Foster a positive and cohesive working environment through care, kindness, empathy and transparency, where all members of the faculty feel valued and recognised.

Be responsible for the effective performance management of the faculty team.

Quality Assurance and Continuous Improvement:

Support and work collaboratively for quality assurance processes, including self-assessment and internal inspections.

Know and understand learner data to monitor and improve performance.

Lead on the implementation and impact monitoring of the actions in the faculty Quality Improvement Plan, addressing underperformance in a timely manner to ensure the highest quality student experience.

Ensure compliance with college verification processes, awarding organisations, JCQ, and exam board policies, meeting all deadlines and expectations.

Monitor and review faculty courses to ensure they remain viable, relevant, and aligned with learner needs and operational objectives.

Person specification

HEAD OF FACULTY

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

Essential Qualifications and Experience:

- A relevant degree or professional qualification
- Significant, successful experience in teaching and leadership within a Further Education or Higher Education setting
- Proven experience of managing a team, driving continuous improvement, and raising academic standards to provide excellence.
- In-depth understanding of inclusive curriculum design, assessment, and quality assurance processes
- Strong leadership and communication skills, with the ability to motivate and inspire a team.
- Ability to manage budgets, drive up income and manage resources efficiently, with an understanding of financial management in an educational context.
- Experience of promoting a culture of effective Safeguarding awareness amongst staff and learners.

Desirable Experience:

- Experience in the development and implementation of a broad curriculum
- Knowledge of external quality inspection processes (e.g., Ofsted) and regulatory bodies
- Experience of working with external stakeholders, including employers, academic partners, and community groups

Key Skills and Abilities:

- Strong strategic leadership with the ability to manage and inspire staff.
- Strong financial acumen and the ability to manage budgets effectively, ensuring resources are allocated efficiently and aligned with college priorities.
- Excellent organisational skills and the ability to manage multiple priorities.
- Ability to analyse and use data to inform decision-making and drive improvements.
- Strong communication skills, written and verbal, with the ability to engage with staff, learners, parents / carers and other external stakeholders.
- Ability to foster a positive, inclusive, and collaborative team culture.

This role requires a dynamic and forward-thinking individual with a passion for education and a commitment to excellence. The Head of Faculty will play a pivotal role in driving the faculty's success and ensuring the highest standards of education for learners.

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
- Relocation Package
- 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

Outstanding Education

Inspiring Futures

