Truro & Penwith College

PRINCIPAL
Application Information Pack
Advert

PRINCIPAL
Salary: £135,000 - £150,000 Per Annum  Appointment from August 2020

The growth and success of our College since 1993 and our merger with Penwith College in April 2008 has been remarkable. Our inspection in February 2016 confirmed our Outstanding status as one of the leading FE colleges in the country. Our reputation is excellent.

The College is financially secure and has a turnover of over £45 million. We are seeking to appoint a successor to David Walrond who is planning on retiring at the end of this academic year after almost 17 years dedicated service.

Our new Principal will lead a committed group of staff in ensuring we maintain our Outstanding status whilst ensuring the College meets its strategic objectives.

The Principal will lead in high level strategic decision making, curriculum planning and providing direction for the holistic pastoral provision for all students.

The successful candidate will have the ability to lead major change and development, ensuring Truro and Penwith College is well positioned for the future to maximise opportunities and grow curriculum provision in line with local and regional requirements. You will have extensive experience of building valuable and influential relationships with individuals and organisations at a local and national level and have a positive, open and approachable style of management with effective performance improvement and quality assurance in further education.

• Do you have energy, enthusiasm, and commitment?
• Hold a philosophy centred approach upon the individual student’s value and potential
• Can you help take forward this outstanding College and its communities?
• Can you provide an environment in which students are well supported?

If so, we are keen to hear from you.

Interviews are to be held week commencing Monday, 13 January 2020.

CLOSING DATE: 12 NOON FRIDAY 29 NOVEMBER 2019.
Curriculum Vitae are not accepted, Application Forms only.
Successful candidates will be notified within 4 weeks of the closing date.

Follow the link https://www.truro-penwith.ac.uk/work-for-us for an application pack and further details or contact us on 01872 267000.

We offer a generous package with benefits including 37 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.
Welcome from the Chair of the Corporation

Thank you for your interest in the post of Principal at Truro and Penwith College. The vacancy arises following the decision of the current Principal, David Walrond, to retire after 17 years of outstanding service.

We are proud of our College and what has been achieved since it opened in 1993. Student numbers have grown tenfold and this September we welcomed over 5,000 full time and approximately 8,500 part time students. The College’s broad range of provision includes an amazing choice of more than 40 A level subjects, but also the International Baccalaureate, diplomas, vocational courses, apprenticeships, training and professional qualifications as well as an expanding range of higher education programmes.

Alongside this expansion, the College has developed facilities through a series of major building projects and property purchases including a £30million re-development of Penwith College. Truro and Penwith College sponsored the opening of Callywith College Bodmin, Cornwall, which opened in September 2017 and now has over 1,100 students. Construction on a dedicated technology facility will start in September 2019 in partnership with the South West Institute of Technology. The College is the only FE College with a Teaching School. School engagement with its activities includes 72% of all secondary and 64% of all primary schools in Cornwall. The College is also a Mathematics Hub and leads the Science Learning Partnership.

Central to everything that is done in the College is the student. We firmly believe in the equality of esteem and the need to encourage and help every one of our students to achieve their potential. The College is innovative and dynamic and has achieved an excellent reputation. It was amongst the first in the country to be awarded Beacon and Outstanding status by Ofsted, our Outstanding status was ratified in February 2016 when the College was inspected for the first time as a merged institution. Other recent public recognition of the quality of the College’s work have come in the form of its TEF Gold rating for HE, the AoC National Beacon Award for Leadership and Governance (2016), and the AoC National Beacon ‘Leading Light’ Award (2017).

We are looking for an exceptional candidate with vision, energy and determination who is able to work with a committed and supportive governing body to build on this success and seize opportunities to further develop the College and provide first class education and training for the county.

If you have the appetite and leadership qualities to take on this challenging role I look forward to receiving your application.

Bob Crossland
Chair of the Corporation
Job title: Principal

Responsible to: The Corporation

Job purpose: To provide leadership, direction and strategic management to meet the College’s mission to provide the best possible learning experience, leading to the highest possible level of achievements by students.

Summary of key duties and responsibilities:

1. To provide effective and inspiring leadership for the College
2. To advise the Corporation on the educational character, activities and mission of the College and to implement the Corporation’s policies and decisions
3. To act as the Chief Accounting Officer for the College, overseeing the preparation of annual estimates of income and expenditure and the effective and efficient management of resources
4. To promote the innovation and development of the curriculum to ensure the College delivers outstanding education and training and is continuously striving to improve provision
5. To evaluate and monitor the quality of education, training and services, to respond to learner views and other feedback and take action to enhance and enrich the learner experience
6. To ensure that the College is dynamic and ready to meet the evolving needs of learners and employers and is responsive to external changes
7. To build and sustain effective relationships with partners and stakeholders, to promote the interests of the College and ensure the College is appropriately represented in local, regional and national groups
8. To promote a culture that is supportive and inclusive, values diversity and provides opportunities for all learners and staff to fulfil their potential
9. To motivate and encourage staff ensuring appropriate opportunities for staff development
10. To encourage good conduct and ensure the appropriate implementation of disciplinary policies relating to students and to staff.
11. To lead and manage the Senior Management Team providing clear, firm and motivational support for all staff, working in collaboration to achieve positive outcomes.
12. To maintain an awareness and understanding of relevant legislation and changes in the education sector and the potential implications and opportunities for the College.
13. To be a member of the Corporation and to develop an effective working relationship with the Chair and other governors

14. To fulfil the statutory responsibilities and other requirements set out in the Instruments and Articles of Government, Financial Memorandum with the ESFA and other relevant regulations.

15. Undertake such other duties as the Corporation may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College

Person specification

The role of Principal requires exceptional candidates who will possess:

Experience

- Substantial experience in senior management, and a successful track record of leadership in an educational organisation of significant size, scope and complexity.

- A personal vision of the educational purpose of a tertiary college and how that might be translated into action.

- Experience of successfully leading innovation, change and development.

- Proven ability of raising quality and achievement.

- Experience of promoting and implementing equal opportunities throughout all aspects of College life.

- Proven management experience of achieving targets within time and resource constraints.

- A track record of developing and sustaining successful partnerships with a wide range of internal and external bodies, including other academic institutions, government and non governmental organisations, to successfully deliver cross sector projects.

- An honours degree and/or higher degree or equivalent professional qualification together with the Principals’ Qualification or an undertaking to complete the Principals’ Qualifying Programme if appointed.
Skills and Personal Qualities

- An ability to provide inspirational leadership and management to gain the commitment of staff.
- Effective interpersonal skills with the ability to communicate and engage with different individuals and interest groups on a wide range of issues.
- Astute business skills with the ability to spot and capitalise on opportunities for development.
- An ability for strategic planning and project management.
- Excellent decision-making skills.
- An ability to work under pressure and remain calm in high pressure situations.
- An ability to delegate effectively and to manage performance to achieve desired outcomes.
- Personal integrity and honesty and a commitment to fairness and equality.
- The resilience and tenacity necessary to sustain high levels of commitment and energy.
- Commitment to maintain high professional standards of work and conduct.

Knowledge

- A clear understanding of the relevant regulatory frameworks and funding regimes.
- Extensive knowledge of curriculum development and educational issues in further and higher education.
- An understanding of financial and physical resource management.
- Knowledge of human resource management and workforce development.

Other Requirements

- Possession of a full driving licence and use of a vehicle.
- Relocation to within a travelling distance from the College acceptable to the Corporation.

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.
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 37 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](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 six 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
- Childcare Voucher Scheme, Cycle to Work Scheme and Computer 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

recruitment@truro-penwith.ac.uk

Application forms can be sent to us either by email to

recruitment@truro-penwith.ac.uk

or by post to:

Personnel Department
Truro & Penwith College
College Road
Truro
TR1 3XX

One of the top performing colleges nationally on all courses at all levels