



Truro & Penwith College

**ESF HEALTH AND CARE
CURRICULUM DEVELOPER –
ESF Business Clusters Project
Application Information Pack**



Advert

ESF Business Clusters

Truro and Penwith College is the Lead Partner in this new £6.87 million European Social Fund (ESF) project, which will support businesses and individuals across Cornwall and the Isles of Scilly to influence and access sector-specific training. Over the next three years the project consortium of eight delivery partners will engage with over 600 businesses to identify skills needs and collaboratively review and revise the local training offer in line with industry requirements. The employment opportunities listed below are part-funded by the European Social Fund until July 2023.

Truro and Penwith College will maintain the successful activities of Hospitality Table Cornwall and REACH Cornwall through the Business Clusters project, which respectively engage and assist businesses from the Hospitality, Leisure, Hair and Beauty industry and the Health, Social Care and Early Years sector.

Part Time, (0.4 to 0.6 FTE)

ESF Curriculum Developer – Business Clusters (Truro)

£37,604 pro rata

Fixed Term until 31 July 2023

If you have a passion for designing, developing and delivering high-quality education and training solutions, we want to hear from you. You will need to be an engaging and inspiring trainer, committed to engaging businesses and developing new innovative provision that both meets the skills needs of both businesses and learners and improves the labour market relevance of education and training for the Health, Social Care and Early Years sector. Applicants should be educated to degree level with a recognised teaching qualification and have the ability to motivate students to realise their full potential. The ideal candidate/s would possess current industry knowledge of Adult Social Care, Healthcare Practitioner or Early Years roles along with an understanding of education programmes. Specialist knowledge of Learning Disabilities, Domiciliary Care and Leadership and Management would be beneficial. Previous applicants will be carried forward.

This post is part-funded by the European Social Fund until July 2023.

We offer a generous package with benefits including 40 days annual leave (academic) and up to 28 days (Support roles) plus bank holidays and College closure days, teacher pension scheme or LGPS, relocation package, free on-site parking and a variety of on-site benefits and discounts.

CLOSING DATE: 12 NOON, FRIDAY 26 FEBRUARY 2021

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.

About us

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 5,000 full time and about 10,000 part time students. The College's broad range of provision includes not only a wide choice of more than 71 A level subjects, but also the International Baccalaureate, diplomas, vocational courses, apprenticeships, training and professional qualifications as well as higher education programmes.

Alongside this the College has developed facilities through a series of major building projects and property purchases including a £30million re-development of Penwith College. In September 2017, the College opened its third campus in Bodmin, with Callywith College a 16-19 Free School for 1280 students at its heart. Truro and Penwith College has sound finances and was inspected as Outstanding by Ofsted in 2016. The Truro and Penwith Multi-Academy Trust was established in February 2014 and focuses on the provision of pre-16 education. The Trust has grown to embrace over twenty schools in three hubs across Cornwall. 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 is the student. Our commitment is to allow every one of our students to achieve their objectives. The College is innovative and dynamic and has an excellent local and national reputation. It was amongst the first in the country to be awarded Beacon status and in 2016 was the first college nationally to be graded "Outstanding" under the new inspection framework. 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 exceptional candidates with the vision, energy and determination to provide first class education and training for the county.

The selection criteria for short listing and at appointment will include consideration of qualifications, previous experience and achievements, ability to work with energy and commitment, ability to work as a member of a team, and ability to contribute to the future development of the College.

Job description

JOB DESCRIPTION

Post:	ESF Health and Care Curriculum Developer – ESF Business Clusters
Responsible to:	Curriculum PTL
Salary:	£37,604 Part Time, 0.4 to 0.6 FTE Fixed Term to 31 July 2023 <u>This post is part-funded by the European Social Fund</u>
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	To design, develop and deliver employer led education and training solutions in line with sector direction and prioritisation. To contribute to the sector area by engaging businesses and developing new and innovative provision that meets the needs of employers' and learners' and contributes towards the achievement of the ESF Business Clusters project to improve the labour market relevance of education and training systems.
Specific Duties: Learning Support:	<p>To engage with and support employers, diagnose and identify needs and skills gaps and ensure that these are met resulting in an appropriately qualified workforce.</p> <p>To design programmes which meets the needs and aspirations of businesses.</p> <p>To work with relevant experts, awarding bodies and including research of alternative learning models to design solutions that best meet Business Need.</p> <p>To pilot new programmes and provide support for candidates who engage in the programme.</p> <p>To provide high quality learning experiences for businesses to respond to skills shortages.</p> <p>Ensure client/participant data is recorded appropriately and that ESF compliance is adhered to.</p> <p>Liaise with and support the Project Coordinator and European Projects Manager with project related activity and feedback.</p>

Business and Employee Support:

To help review education solutions that are developed with businesses and evaluate feedback for continuous improvement.

To liaise with staff and other organisations to provide information and support for businesses.

Undertaking other professional tasks within the curriculum team, the student support team or across the College.

To be a member of a curriculum team and to co-operate fully in its work.

To accept responsibility for specific tasks within the curriculum team, the student support team or across the College.

The nature of such tasks will vary from time to time, responsibilities will be assigned by the Principal following discussions with individual members of staff, the Senior Staff and Team Leaders.

Other Professional Tasks:

Typical responsibilities might include acting as a Course Leader, acting as a Subject or Section Leader, undertaking a cross-College curriculum function or developing a new course or delivery arrangement.

To build relationships with employers, supporting them to identify business needs and designing programmes to address these.

To ensure learner success and timely achievement.

To ensure all programmes focus on supporting learners to make a positive impact in the workplace.

To work with the wider team to follow up past learners to identify positive impacts and produce case studies.

Administration and Planning:

To maintain appropriate records of assessments and learner progress.

To contribute to working parties or team groups.

To undertake all administrative tasks associated with assigned teaching, tutorial and other tasks and to participate in the planning process operating within the individual teams and in the College.

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 six 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.

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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESF Health and Care Curriculum Developer – ESF Business Clusters

The person sought will have most, if not all, the following skills and experience:-

- A degree or similar equivalent professional qualification and an appropriate teaching qualification.
- Have knowledge of the sector areas and have experience of working in the sector relevant to this post
- A record of continued professional development.
- A record of achievement in teaching within an area appropriate to the curriculum remit of the team.
- Be an outstanding communicator, both in writing and orally.
- Be committed to good working relationships with students and employers and have the ability to motivate others.
- Be committed to the implementation of a curriculum and working practices that are free from any bias relating to gender, disability or ethnicity.
- Enthusiasm for the opportunities presented by the College.
- Proven track record of two or more of the following:
 - Providing coaching and mentoring within a commercial environment
 - Practical experience of good business practice / processes
 - Developing and implementing business improvement strategies for clients
 - Achievement of targets to required timescales
- Ability to plan, organise and work under pressure
- Self-motivated and personable – capable of working both as a team player and independently
- IT literate
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence
- Willingness to work in a client-centred way, e.g. time, venue
- Ability to create and keep effective records and systems / audit compliance

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
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- 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 the this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

or via email to

personnel@truro-penwith.ac.uk

Application forms can be sent to us either by email to

personnel@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

