



# TRURO & PENWITH COLLEGE

## LECTURER IN PERSONAL & PROFESSIONAL DEVELOPMENT

Application Information Pack



# Advert

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Part Time, 0.5

**Lecturer in Personal Professional Development (PPD) (Truro)**

£33,390 - £41,797 pro rata\*

Fixed term until 31 August 2024 to cover maternity.

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

We are looking for an inspirational and committed lecturer with the ability to enthuse students and maintain excellent working relationships in a highly successful PPD department. Students within the area undertake a pathway of development tailored to their potential outcomes. Our Personal & Professional Development courses encompass professional skill acquisition, personal skill development and work-based learning/training. A willingness to support students pastorally is essential, as is being adaptable and flexible in a dynamic working environment.

We are looking for someone who works with confidence with a variety of ability levels, who is a committed team member / leader and is passionate about their subject. The successful applicant will be expected to provide high quality teaching on education programmes, and to contribute to providing an outstanding learning experience for our students.

\*Salary as advertised is based on a qualified lecturer. Non-qualified applicants will be considered but will be paid on a non-qualified lecturer scale.

*We offer a generous package with benefits including 40 days annual leave plus bank holidays and College closure days, working from home days (outside of term time) teacher pension scheme, relocation package, free on-site parking and a variety of on-site benefits and discounts.*

**CLOSING DATE: 12 NOON, FRIDAY 8 DECEMBER 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, 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.

The Lecturer scale is divided into a number of bands:-

B	£28,147 - £30,589
C	£32,351 - £36,201
D	£37,950 - £41,797

The precise band on which the post will be offered will be finally determined at interview.

I ask that experienced candidates should include details of the results their students have obtained over the past two years. Candidates should also indicate if they are able to contribute to other aspects of the College's teaching programme. 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

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<b>Post:</b>	LECTURER
<b>Responsible to:</b>	Principal
<b>Grade:</b>	Lecturer
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	Teaching and providing learning support for students.  Acting as personal tutor to a group of students and providing appropriate support.  Undertaking other professional tasks within the curriculum team, the student support team or across the College.
<b>Specific Duties:</b>	
Learning Support:	To diagnose learners' needs and to formulate programmes that will specify those needs.  To design a pattern of learning experiences.  To provide high quality learning experiences for students.  To be a member of a curriculum team and to co-operate fully in its work.  To participate fully in arrangements for student assessment and progress reviews.
Tutorial Support:	To establish a personal knowledge of and relationship with assigned students.  To be a member of a student support team and to co-operate fully in its work.  To help students identify and resolve matters which block their progress.  To liaise with staff and other organisations to provide information and support for students.
Other Professional Tasks:	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. 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).

Administration and Planning: To maintain appropriate records.

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 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

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## LECTURER

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

- A degree or similar equivalent professional qualification and a recognised teaching qualification.
- A record of continued student or professional development.
- A record of achievement in teaching within an area appropriate to the curriculum remit of the team.
- Be an effective communicator, both in writing and orally.
- Be committed to good working relationships and have the ability to motivate others.
- Be committed to the implementation of a curriculum and working practices which are free from any bias relating to gender, disability or ethnicity.
- Enthusiasm for the opportunities presented by the establishment of a new College.

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

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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

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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 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

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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

