



Truro & Penwith College

**DEPUTY TEAM LEADER
LEARNING SERVICES
(SUPPORT & TRANSITION) (TRURO)**
Application Information Pack



Advert

Full Time

Deputy Team Leader: Learning Services - Support & Transition (Truro & Penwith)

£40,904 to £43,346 per annum

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

The Deputy Team Leader will work directly with the existing Programme Team Leader and Deputy Team Leader coordinating pastoral support across the Learning Services (Support and Transition) Programme Area.

We are looking for a committed individual, who is passionate about teaching and learning and SEND, to join the Learning Services (Support and Transition) Programme Area and hold managerial responsibilities within the team. The successful candidate will have a keen sense of humour and a flexible approach to addressing everyday challenges. Above all, the post holder will need to demonstrate the ability to promote a positive and successful learning experience for our students.

We are seeking applicants with good academic and professional qualifications, appropriate lecturing experience and experience of leadership in an educational context. We are looking for someone who works with confidence with a wide variety of ability levels, who is a committed team member and who projects an enthusiasm for this subject. Team leaders are responsible for TLA, quality, student support, staff leadership and resource issues in respect of all courses offered.

The successful candidate will be responsible for assisting the Programme Team Leader in leading, managing and developing the following areas: Transition for those with ALS needs including learners with EHCPs, Additional Learning Support including Learning Services Tutors and Mainstream Learning Support Assistants and Attendance Administrators.

You will be required to ensure that all learners needs are identified and they are supported to achieve their aspirations, while ensuring safeguarding and wellbeing needs are met within the Inclusive Learning Services Department.

Candidates will need to be able to demonstrate experience of supporting learners through the transition from school to college, the EHCP review process, have experience of leading and developing teams and have excellent communication skills, both within teams of staff and peers and with external bodies and stakeholders.

Applicants must have significant relevant experience, hold a degree or similar professional qualification and a recognised teaching qualification or be prepared to work towards a teaching qualification. Candidates must also be willing to work at both our Truro and Penzance sites.

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, WEDNESDAY 1 DECEMBER 2021.

Curriculum Vitae are not accepted, Application Forms only.

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

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 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:	Deputy Team Leader – Learning Services (Support and Transition)
Responsible to:	Learning Services Programme Team Leader (Support and Transition)
Salary:	Management Spine Points 2 – 4 37 Hours per week
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To support the team leader in overseeing and monitoring the day to day activities of the Learning Services team to ensure the team delivers an outstanding service.</p> <p>To deputise in the absence of the Learning Services Team Leader.</p> <p>To provide an outstanding customer service experience to all members of the college community.</p> <p>To actively engage in developing and promoting the Learning Services Provision.</p>
Specific Duties:	<p>To undertake day to day supervision of the team.</p> <p>To act as an initial source of support and guidance to Learning Services Tutors, Attendance Administrators and LSAs.</p> <p>To timetable Learning Support Assistants (LSA's) to support learners across mainstream subjects in liaison with the Learning Services Team Leader.</p> <p>To timetable English and Maths students to 1:1 study tuition.</p> <p>To be involved with the implementation and review of EHCPs for mainstream students.</p> <p>To provide advice and support to Penwith staff as necessary and a willingness to work across both sites as and when required.</p> <p>To delegate tasks appropriately, in liaison with the Learning Services Team Leader.</p> <p>To conduct 1:1 meetings, appraisals and other staff development duties as directed by the Team Leader.</p>

Specific Duties (cont'd): To contribute to the appointment of new staff and their professional development, in line with college policies and procedures.

To contribute to the development, design and delivery of workshop programmes for staff and students within the College.

Work as part of, and when appropriate lead, project teams working to develop the Learning Services Provision.

Develop and exploit a wide range of learning materials and environments suitable to the learning needs of all students.

Proactively develop and maintain links and partnerships with the staff in teaching departments to promote best practice for SEND and the support available from the team.

Work with the Learning Services Team Leader to officially review the service, via a self assessment framework, to monitor and improve standards.

Demonstrate an ability to collect and collate relevant statistics and provide them to the Team Leader when requested.

Be pro-active in identifying and sharing best practice, in particular Dyslexia advice and guidance across college.

Review all mainstream learning needs paperwork, and ensure that information is disseminated, updated and acted upon appropriately.

To conduct dyslexia and dyscalculia screeners and signpost appropriate external services for students in need of further assessment.

To liaise with exams to ensure appropriate support for learners identified as needing special exam access arrangements.

Attend open days, and meetings as required.

General Requirements: As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following:

To participate in the scheme for appraisal and review of performance adopted by the College.

To be responsible for promoting equality and diversity in line with College procedures.

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

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

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 development.

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

Deputy Team Leader – Learning Services Team

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

A pro-active approach to work and an enthusiasm for working in an educational environment. The ideal candidate will have excellent inter-personal skills, an understanding of current trends and developments within support departments and previous supervisory or managerial experience.

- Ideally hold or be prepared to work towards a teaching qualification.
- Ideally hold a Qualification at Level 5 or above in a relevant strand of the team's work, for example in supporting learners with specific learning difficulties.
- Experience of working in an educational learning environment
- Excellent IT skills
- Excellent research skills
- Proven track record in organisation and administrative skills
- Proven experience of working closely with students
- A creative and passionate approach to working with young people
- Ability to design, deliver and review training programmes
- Experience of inspiring teams to maximise potential
- A commitment to the provision of an outstanding customer experience
- Ability to successfully meet deadlines
- Knowledge of support needs of individual learners and how these can be met
- Experience of using IT as a tool to support learning
- Committed to the ethos of learning for all
- Desire to continue learning
- Professional and business-like approach, able to represent the college and the learning Centre positively
- Confident in dealing with awkward situations
- Adaptable, open minded and committed to team working.
- Ability to prioritise and make decisions
- Committed to further training
- Flexible in their working hours as working pattern will include evenings and weekend deployment
- Willingness to demonstrate a flexible attitude and to embrace change

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
- 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:

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

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

