



# Deputy Team Leader for Business, Travel & Tourism and Economics Application Information Pack



In association with Truro & Penwith College



# Advert

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Full Time

**Deputy Team Leader - Business, Travel & Tourism & Economics**

Salary £44,651 - £47,317 per annum

Appointment from August 2024

Are you in search of a new opportunity to teach at a place which “raises the aspirations and achievements of its students and improves the life chances of young people?” (Ofsted, 2020). Then you belong at Callywith College.

The Deputy Team Leader (DTL) will work directly with the Programme Team Leader (PTL) to co-ordinate the Business, Travel & Tourism & Economics delivery at Callywith College and lead a team of highly skilled lecturers who teach on a range of full time A Level Business & Economics, and Level 3 Business and Travel & Tourism courses.

DTLs will demonstrate a successful track record as a lecturer, making a significant impact on student progress and will be required to provide high quality teaching and contribute to providing an outstanding learning experience for our students. A commitment to curriculum development and a flexible approach to teaching and learning are required. They also need to work with confidence with a wide variety of ability levels and project enthusiasm for all aspects of the subject and have a commitment to supporting learners from all backgrounds to succeed.

We are seeking applicants with excellent academic and professional qualifications, appropriate lecturing experience, experience of course leadership, and a commitment to providing the best possible teaching and learning experience to their students. The successful candidate will be a committed professional who is able to share their enthusiasm with students and staff.

*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 6 MAY 2024**

*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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Callywith College is a post-16 College in Bodmin that opened in September 2017 and was rated Outstanding by Ofsted in January 2020.

The College was created in association with Ofsted Outstanding Truro and Penwith College to serve students aged 16–19 from North and East Cornwall. Callywith College received the go-ahead in February 2016, funded as a Free School. The College aimed to provide the outstanding Truro and Penwith College experience for young people in Bodmin and North and East Cornwall. In January 2020 Ofsted judged Callywith College outstanding in all categories and results data for 2019 confirms Callywith as one of the best colleges nationally.

## **Relationship to Truro and Penwith College**

Callywith College shares the vision, aims and teaching qualities of Truro and Penwith College and provides comprehensive tertiary education of the same outstanding quality delivered at the Truro and Penwith campuses. Truro and Penwith College owns the Callywith College site and former senior staff from Truro and Penwith College lead Callywith College, implementing common systems and processes, ensuring the same high levels of quality.

## **Mission and Ethos**

Our mission is simply to provide our students with the best opportunity to achieve their personal and educational goals to better their life chances.

We are looking for exceptional candidates with the vision, energy and determination to provide first class education and support by joining a college which highly values all of its staff in a culture of support, togetherness and high aspirations for all.

We 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>	DEPUTY TEAM LEADER
<b>Responsible to:</b>	Programme Team Leader
<b>Grade:</b>	Management Spine Point 2-4
<b>Conditions of Service:</b>	Callywith College conditions of service.
<b>Main Purpose of Job:</b>	<p>To undertake specific responsibility in the leadership of the area as agreed with the PTL.</p> <p>To deputise for the PTL in their absence.</p> <p>To represent the programme area at cross-College meetings etc, when required to do so.</p> <p>To play a full part in the leadership of the curriculum area.</p> <p>To lead on improving teaching and learning within the programme area and across the whole college.</p> <p>To undertake any cross-College functions which the Principal may request from time to time.</p>
<b>Role:</b>	<p>The role of the Deputy Team Leaders will vary. This variety will reflect the different needs of different teams, the different size teams and the enthusiasm and strengths of particular individuals. Nevertheless, we are keen to have some commonality across the College in the workloads and roles of staff who take on this role.</p> <p>Particular tasks might include responsibility for a sub group of students or for a curriculum division of the programme area. One DTL from each area might be asked to take a lead on quality matters and to meet with other DTLs with the same role to form the College quality committee.</p> <p>The precise roles of each individual DTL will be defined following discussion with the relevant PTL and members of the senior management team.</p>

**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:-

- 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.
  - 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.
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- 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

All members of staff must be prepared for changes in their responsibilities and work.

The post holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshal and First Aid Duties.

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

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

	ESSENTIAL	DESIRABLE	HOW MEASURED
A degree or similar equivalent professional qualification and a recognised teaching qualification.	<b>X</b>		<b>Certificates</b>
A record of continued study or professional development.		<b>X</b>	<b>Application form</b> <b>References Interview</b>
A record of achievement in teaching in an area appropriate to the College.	<b>X</b>		Application form <b>References Interview</b>
A personal history of successful involvement in educational activities.	<b>X</b>		Application form <b>References Interview</b>
Leadership qualities and a willingness to assume responsibility.	<b>X</b>		<b>Interview</b>
An ability to get on well and to motivate individuals and a commitment to good working relationships.	<b>X</b>		<b>Interview</b>
Be an effective communicator, both written and oral.	<b>X</b>		<b>Application Interview</b>
Be well organised, give attention to detail and capable of ensuring efficient procedures.	<b>X</b>		<b>Application Interview</b>
An interest in developing the cross college responsibilities identified in the job description.		<b>X</b>	<b>Interview</b>

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.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

# Useful Links

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[REPORT AND FINANCIAL STATEMENT OF CALLYWITH COLLEGE](#)

[CALLYWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

[CALLYWITH COLLEGE OFSTED REPORT 2020](#)

## 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**

Callywith 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 Callywith 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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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 Callywith 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
- In-house Cycle to Work Scheme
- Generous holiday & sickness entitlements
- Free tea/Coffee/Fruit/Breakfast
- Free Library membership
- Free parking
- We invest in facilities
- We have fun (team days and social events)
- We value staff development
- Free health and wellbeing programme
- Staff Discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- Leadership and management training programme
- Accessible campus and facilities
- Free access to Counselling and Mental Health Advisors
- Workstation Assessments/Occupational Health Referrals



# How to apply

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Application forms and details of how to apply for this post are available online at

<https://www.callywith.ac.uk/about-us/work-for-us/how-to-apply>

or via email to

[hres@truro-penwith.ac.uk](mailto:hres@truro-penwith.ac.uk)

Application forms can be sent to us either by email to

[hres@truro-penwith.ac.uk](mailto:hres@truro-penwith.ac.uk)

or by post to:

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