

Job Description

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| Job Title: | Lecturer in Wood Occupations and Associated Trades |
| Responsible To: | Area Head in Wood Occupations and Associated Trades |
| Line Management of other staff: | No |
| Location: | Colchester |
| Salary: | £29,507 - £32,238 per annum + Skill Supplement of up to £3,000 |
| Date of last review: | August 2024 |

Purpose Statement:

To teach wood occupations and associated subjects including the embedment of English and maths as appropriate.

Main Duties & Responsibilities:

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| 1 | To prepare teaching/learning materials. |
| 2 | To conduct teaching/learning activities appropriate to the needs of individual students, courses and the curriculum, keeping attendance records and maintaining student discipline. |
| 3 | To set, mark and record relevant coursework and assessments. |
| 4 | To counsel and guide students in respect of their academic progress and, as appropriate, their pastoral concerns and needs and making referrals to specialist services as appropriate; contributing to student reports and references as required. |
| 5 | To contribute to the work of subject and programme teams, committees, and boards, as appropriate. |
| 6 | To, always, maintain high expectations of learner's work, commitment, and behaviour, taking action to ensure the highest of standards are met. |
| 7 | To continuously evaluate and improve the quality of learning and teaching within your sessions utilising and engaging with the college's development and observation programmes. |
| 8 | To contribute to the development of curricula and specialist facilities within the faculty. |
| 9 | To actively promote the college's programmes, attend open evenings, parents' evenings, careers events, school visits and similar marketing and publicity activities. |
| 10 | To maintain and extend links with external organisations as appropriate. |

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| 11 | To participate in the college's performance and development review scheme. |
| 12 | To develop and update personal professional expertise in the relevant areas. |
| 13 | Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices. |
| 14 | To undertake any other associated duties determined by the college. |

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

 Lecturer in Wood Occupations and
Associated Trades

| Qualifications | Essential | Desirable | How is this assessed? |
|---|-----------|-----------|-----------------------|
| Level 3 or equivalent in a wood related trade. | ✓ | | A / I |
| Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent. | ✓ | | A / I |
| Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course. | ✓ | | A / I |
| Assessor/Verifier Awards. | | ✓ | A / I |
| BTEC Higher National Cert or an equivalent Level 4 qualification in a construction discipline. | | ✓ | A / I |
| Internal verification award. | | ✓ | A / I |
| Experience | Essential | Desirable | How is this assessed? |
| Significant industrial experience in a wood related trade. | ✓ | | A / I |
| Supervisory experience and / or experience in dealing directly with customers, clients or students. | ✓ | | A / I |
| Experience of working with young people. | ✓ | | A / I |
| Teaching experience. | | ✓ | A / I |
| Course leadership experience. | | ✓ | A / I |
| Knowledge and experience of curriculum development. | | ✓ | A / I |
| Experience of inspiring, challenging and stretching learners during delivery. | | ✓ | A / I |
| Knowledge and Skills | Essential | Desirable | How is this assessed? |
| Excellent communication skills written and oral. | ✓ | | A / I |
| Good IT skills | ✓ | | A / I |

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| Empathy with young people. | ✓ | | A / I |
| High commitment to teaching young people and the ability to stretch and inspire them during learning. | ✓ | | A / I |
| Good team working skills particularly the ability to work closely and effectively with other staff. | ✓ | | A / I |
| Proactive approach to work and the willingness to take on new and challenging tasks. | ✓ | | A / I |
| Able to work without supervision. | ✓ | | A / I |
| Able to work flexible hours to meet work demands. | ✓ | | A / I |
| Able to undertake workplace assessments. | | ✓ | A / I |
| Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment. | ✓ | | A / I |
| Personal Attributes | Essential | Desirable | How is this assessed? |
| Ability to travel between campuses as required. | ✓ | | A / I |
| A strong commitment to Equity Diversity, and inclusion. | ✓ | | A / I |
| Enjoys working collaboratively and seeking collaborative opportunities. | ✓ | | A / I |
| Ability to work flexibly to meet changing needs and work demands. | ✓ | | A / I |
| Continuously improving and commitment to own personal and professional development. | ✓ | | A / I |

KEY:

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| A | Application |
| I | Interview |
| P | Presentation/Micro-teach |
| T | Test |