

## **JOB DESCRIPTION**

**Job Title: Lecturer – Carpentry/Joinery**

**Reports to: Head of Construction Trades**

**Direct Reports: none**

### **Overall Responsibilities:**

- To prepare, deliver and assess subject specialisms on a range of courses, specifically focussing on Carpentry/Joinery to Level 3
- To undertake course administration as necessary.
- To lead and contribute to curriculum developments within the Programme Area/Centre.
- To carry out course leadership duties where appropriate.

### **Main Duties:**

1. To teach across a range of qualification types and levels with a particular focus on Carpentry/Joinery to Level 3
2. To participate in Construction curriculum development activities, particularly Carpentry and Joinery
3. To provide 1:1 Support/mentoring for students as part of a tutorial process.
4. To maintain current industry knowledge and contribute to innovative teaching meeting industry recognised standards.
5. To develop and actively maintain schemes of work for subjects taught.
6. To plan and prepare lessons.
7. To research and develop new topics and identify and create teaching materials (including on line resources).
8. To undertake internal verification/moderation activities if and as required.
9. To monitor, track, assess, set and mark students' work, assignments, homework, etc.
10. Where appropriate, to arrange work experience and carry out student assessments in the workplace.
11. To prepare reports on students' progress and performance.
12. To provide written summary reports to course and other managers on individual student progress.
13. To complete administrative tasks relating to students and courses including registers, enrolment, withdrawal notification, transfers, class lists etc.
14. To supervise/oversee the work of learning support/teaching assistant if/when allocated to the class.
15. To contribute to course team meetings to monitor and review courses.
16. To ensure teaching spaces are tidy, interesting and secure.

17. To ensure the health and safety of students.
18. To manage the behaviour of all college students within and outside the teaching areas in accordance with the code of conduct.
19. To interview potential students and conduct diagnostic assessments.
20. To represent the College at parents' evenings, taster days, careers/education conventions.
21. To keep up to date with subject knowledge and other issues relevant to area of work.
22. To attend and participate in programme area and whole College staff meetings.
23. To be responsible for promoting and safeguarding the welfare of children and young persons in the area and the College.
24. To carry out any other associated duties as requested by the line manager.

**Statutory duties:**

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

- **Equality and Diversity:**

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

- **Health and Safety:**

To be responsible for following health and safety requirements in line with College policy and procedures.

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

## PERSON SPECIFICATION

Job Title: Lecturer – Carpentry/Joinery

	• Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Carpentry/Joinery Advanced Craft / NVQ Level 3 or equivalent</li> <li>• Stage 3 teaching qualification (Cert. Ed/ PGCE or equivalent)</li> <li>• Willingness to achieve Literacy and Numeracy Level 2 or equivalent if not already held.</li> <li>• English and Maths or similar at GCSE grade A-C or equivalent</li> <li>• Willingness to work towards Assessor/Verifier qualifications (A1/V1) if not already held.</li> </ul>	<ul style="list-style-type: none"> <li>• HNC/D in Construction or equivalent.</li> <li>• Safeguarding training</li> <li>• Equality and diversity training</li> <li>• ECDL or ITQ Level 2 or equivalent</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience as a teacher in an FE environment, particularly carpentry and joinery to level 3</li> <li>• Evidence of high performance in previous roles/jobs</li> <li>• Experience of working effectively with people from diverse backgrounds</li> <li>• Evidence of understanding how to promote equality and diversity within the job role</li> <li>• Experience of working constructively to achieve team objectives and deadlines</li> <li>• Experience of working in a Carpentry or Joinery role within the Construction industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working effectively in a customer focussed environment</li> <li>• Successful curriculum development experience in FE environment, particularly Carpentry/Joinery</li> <li>• Knowledge &amp; Experience of Modern Methods / Offsite Construction</li> <li>• Successful course leadership experience</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability consistently to support a high quality learning experience for all students</li> <li>• Ability consistently to create a welcoming and supportive environment for students and/or customers</li> <li>• Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</li> <li>• Ability to promote the College's outstanding reputation and carry out College business appropriately and professionally at all times</li> <li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li> <li>• Ability consistently to demonstrate high</li> </ul>	Ability to lead curriculum development

	<p>levels of performance within the job role</p> <ul style="list-style-type: none"> <li>• Ability to demonstrate evidence of strong teaching skills</li> <li>• Ability to teach students of all ages at various levels of achievement</li> <li>• Ability to contribute to curriculum development</li> <li>• Ability to complete administrative tasks accurately and within timescales</li> <li>• Ability to work effectively on own initiative</li> <li>• Ability to demonstrate strong interpersonal skills</li> <li>• An ability to prioritise objectives and meet deadlines</li> <li>• Ability to carry out College business as appropriate at all times and promote the College's good reputation within the community</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> <li>• Willingness continuously to update skills and knowledge</li> <li>• Flexible approach to work and working times</li> <li>• Willingness to travel to and work at all locations where we provide a service</li> <li>• Awareness of health and safety requirements relevant to the job</li> </ul>	