**Lecturer in Carpentry**

**Part Time- 2.5 days, Permanent**

**Up to £19,312**

(Including Market supplement depending on skills, qualifications and experience).

At Nescot, we are recruiting for a lecturer in Carpentry to join our construction department. Having recently invested over £30 million in our facilities to provide our students with access to the best facilities and equipment, we are seeking to ensure that our students are skill ready when they leave the door and are armed with an understanding of the current developments in the relevant technical disciplines.

**What we are looking for:**

* Level 3 qualified in Carpentry
* Experience and knowledge of first and second fix carpentry work
* Experience of teaching and assessing is desirable
* Direct or transferable skills to be able to teach and assess

**Duties/responsibilities:**

* Teach and deliver on Carpentry level 1, 2 & 3 in both the workshop and the classroom setting
* Prepare teaching materials
* Promote student welfare

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks
* Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff.

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | Lecturer in Carpentry |
| **Department:** | Construction |
| **Fraction:** | 0.5FTE |
| **Status:** | Permanent |
| **Grade:** | NLEC Grade 4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |
| **Job Purpose:** | |
| 1. To teach and train students and ‘clients’ in a variety of learning environments.   2. To provide support and opportunities for students and clients to achieve their maximum potential | |

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| **Main Duties and Tasks:** |
| * To teach and assess on one or more of the courses delivered, or serviced, by the curriculum area and contribute to the development of existing and new, innovative provision, including the implementation of motivational, flexible and blended learning and cost effective teaching and learning styles. * To complete the administrative work connected with teaching efficiently and effectively, including the preparation of class materials, marking of coursework and/or assignments, assessment of students, setting and marking of relevant examination papers (modular or terminal), progress reports, records of students work and other termly or annual statistics as required. * To accurately and regularly maintain registers of students’ attendance for each of your classes in accordance with the regulations printed on registers including completing the totals at the end of each session. * To prepare your learning materials in varied formats to facilitate a differentiated approach to teaching delivery and learner learning. * To provide within the learning programme indications of the frequency of assessment of learner work, deadlines for completion by learner, and timetable for discussion of outcomes with staff, recording this within College systems as required, and to provide such copies as may be required by Programme Co-ordinator, Head of Department, Department Administrator and/or CIS. * To prepare, before the course(s) begins, a Scheme of Work or an outline of your course to induct students onto programmes and to advise students on their choice of books, materials and other educational aids relevant to their course. * To comply with the relevant Health and Safety legislation in connection with your work. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your role as set out in College Policies and Procedures. * To adopt a consistent approach to dealing with learner discipline within the College’s disciplinary guidelines, codes of conduct and other rules laid down by the College. * To promote learner welfare. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc used by your class(s). * If so directed, to participate in any staff development or appraisal scheme of the College, for which payment will be made. * To support any visit by your Line Manager, an Ofsted Inspector or Senior Member of the College staff during any classes conducted by you. * To be responsible for the conduct of your class and to support and discipline students within the College policy and procedures to maintain an effective learning environment for all (using the support of line managers and cross college facilities where necessary). To report any instances of misconduct, including by a learner damaging equipment, furniture or premises, to your line manager. * To follow up learner absences, withdrawals and destinations, by telephone, letter or other appropriate means and to inform Head of Department, Programme Coordinator and CIS of final outcome to inform future action. * To be an active member of your course teams so that targets for enrolment, retention and achievement as agreed with the Head of Department are achieved, and to participate fully in team meetings, and other meetings/evenings as required in addition to teaching and administrative responsibilities, for which time off in lieu will be given. * To co-operate with the quality improvement programme within the college as required including full participation in the lesson observation programme. * Participate in the curriculum area’s cover rota by covering for absent colleagues * Keep abreast of developments in their specialist field/subject area, especially in the theory and practice of education and the latest industry/sector training requirements/-standards. * Participate in the marketing, recruitment, selection and interviewing processes for new learners and actively be engaged in induction activities for new learners. * Keep up-to-date with Quality improvement and enhancement initiatives and be aware of, and meet, service standards for the curriculum area. For success rates, the aspiration is to acquire a minimum of 90% success rate for Long and All qualifications. * Be available to assist in other events for the college, including extra enrolment activities, Open Events, which may require additional hours including evenings and weekends |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |

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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |

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| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: June 23  UPDATED BY: HR Date: June 23 |

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| **Person Specification – Lecturer in Carpentry** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent and relevant experience in Carpentry work: to include first and second fix in commercial and domestic settings. | A / I | Recent and relevant experience of teaching and assessing Carpentry programmes  Previous experience of tutoring/pastoral care on FE programmes  Knowledge of the current standards and frameworks | A / I  I  A/I |
| **Skills and Abilities** | Be employer and student focused.  A range of relevant skills to be able to teach and assess Carpentry up to and including level 3.  Have the ability and interest to contribute to learner enrichment activities  Possess excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team  Be well organised, reliable and punctual  Possess good IT and administrative skills and be able to keep accurate tracking records of learners’ progress. | A  A/I  I  I  I  I | Be able to deliver a variety of pedagogic strategies to suit a variety of learning styles | O |

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| **Qualifications** | Willingness and commitment to undertake training for PTTLS teaching qualification and undergo teachers toolkit training programme if candidate does not possess recognised teaching qualification  Qualified to level 3 in Carpentry or equivalent | A / I  A | Possess a PTTLS or above recognised teaching qualification  17th Edition Inspection & Testing qualifications  V1 /IQA Award | A  A  A |
| **Personal Qualities** | Able to evidence communication skills, both written and spoken  Able to evidence ability to work well within a team  Ability to respond to differing learner needs and be proactive to enable them to succeed  Able to evidence organisational and administrative skills  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | I/A/O  I  I  I  I  I  I  M  I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |