

Job Description

Directorate of Construction and Engineering

Post ref
November 2017

Title of Job: Lecturer – Multi Skills- Carpentry

Responsible to: Section Manager

Key Purpose: To teach and assess students on craft and technician courses specifically for Multi Skills (Construction Skills & Carpentry qualifications, e.g. NVQ and Technical Certificate)

Conditions of Service: As set out in the CNWL Teaching Staff contract

Grade: Lecturer

Hours/working pattern: 36 hours per week, 52 weeks per year

MAIN DUTIES AND RESPONSIBILITIES

1. To contribute to the establishment of a bank of training tasks and modules appropriate to the work of the section through writing, piloting, reviewing and the use of course materials.
2. To contribute to the Directorate's and school's curriculum development activities.
3. To maintain records on student progression and performance in order to update course review and evaluate data in the course files.
4. To actively participate in the activities of the course/programme teams.
5. To monitor student attendance and performance, following up absences and poor behaviour/class work to identify any causes, referring to specialist support as necessary.
6. To contribute to the planning and preparation of the learning programmes in the subject(s) and associated subjects (as detailed in section 'Specific Responsibilities') to College and Directorate standards, by:

- preparing coherent lesson plans with clear aims
 - Preparing appropriate resources (e.g. giving prior notice to technicians of equipment / materials / software required for the class, preparing hand-outs etc.)
 - Contributing to the preparation of schemes of work.
- 7.
- To deliver effective programmes of learning, through efficient classroom management including:
 - conducting initial assessments and contributing to the induction of learners
 - promoting learning in a stimulating context
 - ensuring all classroom activities are conducted in a safe manner with appropriate use of safety equipment / clothing
 - implementation of strategies for managing student lateness
- 8.
- To undertake monitoring and assessment of students' and clients' progress and maintain up-to-date and accurate records in line with College internal verification procedures and examining body standards by:
 - establishing action plans, setting assignments and / or homework as appropriate and required by Course Team.
 - following the College Charter commitment that all work is marked and appropriate feedback given within 15 working days.
- 9.
- To contribute to relevant curriculum review and development activities as required, such as
 - updating and adjusting the course offer, including income generating courses, in the light of local and national needs, awarding body requirements, researching relevant training needs and appropriate performance indicators
 - developing new materials and delivery methods suited to purpose, including the development, if required, of materials for a variety of learning environments
 - contributing to the review of learning programmes through the Quality Assessment Framework and support the implementation of outcomes to ensure continuous improvement
 - contributing to the development of the Directorate's Self Assessment Report.
- 10.
- To undertake administrative duties associated with allocated learning programmes or as may otherwise be required, for example, in relation to the recruitment, enrolment, tutoring, attendance, support and achievement of students.

This includes:

- maintaining accurate and up to date registers
 - ensuring that students are enrolled
 - making appropriate referrals to College services
 - identifying to the Course Team Leader regular non attendances
 - referring matters to the Course Team Leader for inclusion in the Course Log
 - registering students for external awards as required contributing to course reviews
11. To provide a high standard of academic, pastoral and personal support for students and clients, including the provision of induction for students, acting as course/personal tutor if required, to ensure the best possible satisfaction, attendance and achievement levels
 12. To act as a Course Team Leader for one or more courses if required
 13. To act as an Assessor and/or Internal Verifier if so required and achieve the appropriate accreditation, if necessary.
 14. To liaise, from time to time as necessary, with employers, awarding bodies, schools and other organisations to enable the learning requirements of students to be met effectively, course programme/publicity and promotion, validation and quality assurance to be carried out when required.

Additional essential responsibilities:

1. To undertake any training relevant to the efficient delivery of any of the above duties and to take responsibility for the post holders own professional development.
2. To undertake any such other, broadly analogous task as the Principal or their delegate may from time to time determine, or the demands of the College may require.
3. To carry out the above duties at all times with the College's Equal Opportunities, Health and Safety, No Smoking and Quality Management Policies.
4. To carry out his/her duties and responsibilities at all times with due regard to the College's Safeguarding, Equal Opportunities, Health & Safety, No Smoking and Quality Management Policies.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to all the College centres and to other external venues

2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet external needs which may include working evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

This job description is current at the date of issue. As and when the work of the College develops or changes so the areas of responsibility may be subject to change, and the job description will be reviewed. Such changes will, in the first instance, be made in consultation with the post holder.

College of North West London
Person Specification & Short listing criteria

Minimum requirements of the post, with an indication of how these are to be assessed.

1	Education/Qualifications	Essential	Desirable	How Tested?*
1.1	An NVQ Level 3 or above in subject that is to be taught (carpentry) or equivalent level qualifications.	✓		CERT/AF
1.2	DTLLS, P.G.C.E. or equivalent.		✓	CERT/AF
1.3	TDLB awards D32/33/34 or A1 and V1 , TAQA Assessor & Verifier awards		✓	CERT/AF
2	Experience/Knowledge	Essential	Desirable	How Tested?*
2.1	Extensive recent relevant industrial experience.	✓		IV
2.2	Apprenticeship or similar formal training, in relevant vocational area.	✓		AF/IV
2.3	Experience of working with apprentices and young people.	✓		AF/IV
2.4	Knowledge of current Key Skill requirements and experience of delivery	✓		AF/IV
2.5	A qualification to Higher National Certificate/Diploma or equivalent		✓	AF/IV
3	Skills/Abilities	Essential	Desirable	How Tested?*
3.1	Excellent communication skills and ability to convey and explain concepts in straightforward language	✓		IV
3.2	Ability to offer and help students and clients use a wide variety of learning materials, methods and styles	✓		IV
3.3	Ability to establish productive and supportive working relationships with students, clients and colleagues	✓		IV
3.4	To be able to achieve the accreditation necessary to become an assessor/verifier.	✓		AF/IV
3.5	Good organisational and administrative skills	✓		AF/IV
3.6	Able to maintain standards and good management of learning situations	✓		IV
4	Qualities/Genuine Occupational Requirements	Essential	Desirable	How Tested?*
4.1	Enthusiastic and able to inspire students and clients	✓		IV
4.2	Prepared to participate in new developments and contribute professional advice	✓		IV
4.3	To have an understanding of, and commitment to Equal Opportunities in practice.	✓		IV
4.4	In addition to candidates ability to perform the duties of the post, the interview will also explore issues relating to	✓		IV

	safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; • Attitudes to use of authority and maintaining discipline; 			
--	---	--	--	--

* Evidence of criteria will be established from: AF - Application form, IV - interview, Test - skills test / prepared question / presentation Cert - certificate checked by interview panel