

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Variable Hours Lecturer in Carpentry & Joinery
<b>GRADE:</b>	£14.42 - £23.70 per hour inclusive of holiday pay, dependent upon teaching qualifications
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager
<b>RESPONSIBLE FOR:</b>	Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding.
<b>DIRECTORATE:</b>	Advanced Engineering, Building Technologies and Construction
<b>WORK ARRANGEMENTS:</b>	As and when required  It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

## **PURPOSE OF THE POST**

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Development and delivery of the flexible curriculum whilst contributing to a variety of subject areas.
3. Student support and general administrative duties associated with the academic function.
4. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

## **DUTIES AND RESPONSIBILITIES**

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
3. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
4. Contributing to the delivery of the programme of learning in accordance with College policies.
5. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
6. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
7. Preparing and marking College devised examinations and other assessment procedures.
8. Returning assessed work promptly to students indicating proposals for improvement.

9. Assessing and verifying assessments as a member of the programme team.
10. Planning and organising work placements, field trips, site visits and related activities.
11. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
12. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
13. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Manager.
14. Assisting with visits from and to schools, taster courses and work experience for potential students.
15. Acting as personal tutor to nominated groups and individual students.
16. Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
17. Participating in reporting processes to provide feedback for parents and other sponsors.
18. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

### **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Variable Hours Lecturer in Carpentry & Joinery	<b>Department:</b>	Advanced Engineering, Building Technologies and Construction
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
NVQ Level 3, or equivalent, in relevant field	<b>E</b>	<b>A</b>
A teaching qualification or willingness to achieve this at the level required by legislation within 2 years of commencement of employment	<b>E</b>	<b>A/I</b>
Functional/Key Skills at level 2 (or equivalent)	<b>D</b>	<b>A</b>
TAQA (or equivalent) qualifications	<b>D</b>	<b>A</b>
Professional Qualification	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Recent and relevant experience in the Industry	<b>E</b>	<b>A / I</b>
Teaching experience in both theory and practical based programmes with learners at a variety of levels	<b>E</b>	<b>A / I</b>
Personal Tutor experience or support worker role	<b>D</b>	<b>A</b>
Current experience of maintaining, setting up and safe use of wood working machinery	<b>E</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Ability to achieve an outstanding grade in a teaching observation	<b>E</b>	<b>A / I</b>
Ability to teach and assess Functional Skills in context	<b>E</b>	<b>A / I</b>
Ability to teach a wide range of theory and practice to level 3	<b>E</b>	<b>A / I</b>
A knowledge of the qualification requirements of the programme areas related to Carpentry & Joinery including Apprenticeship provision	<b>D</b>	<b>A / I</b>
Knowledge of assessment processes and procedures (e.g. functional skills; competence-based and knowledge-based assessment)	<b>D</b>	<b>I</b>
<b>Qualities:</b>		
Conscientious and 'results-orientated' approach to your work	<b>E</b>	<b>I</b>
Self-motivated and ability to use initiative and good judgement	<b>E</b>	<b>I</b>
Good team player	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Proof of the right to work in the UK	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>A/I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>		<b>Date Produced:</b>	
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