



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College Strategic Plan 2024 - 2029](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

### **Our Area - GSIT**

The School of Green Skills, Innovation and Trade (GSIT) includes the curriculum areas Hair & Beauty', 'Hospitality' and 'Public Services, Sport & Vocational Studies' as part of the wider area of Schools. The whole GSIT School works in a collaborative way and we have a positive working culture. We have a range of learning facilities and workshops alongside a **commercial restaurant** in the School, which provides a wide range of practical learning environment to our students.

<b>Post:</b>	Carpentry Lecturer
<b>Reports to:</b>	Curriculum Team Leader – Construction
<b>Hours of work:</b>	35 hours/52 weeks

<b>FTE Salary:</b>	Up to £43,357.51 (Depending on qualifications and experience)
<b>Base location:</b>	Croydon Campus (onsite)
<b>Duration:</b>	Permanent

## **JOB DESCRIPTION**

### **Overall Purpose Scope:**

The postholder will provide high quality, relevant learning opportunities which enable students to maximise their educational, vocational and personal development potential thus facilitating the fulfilment of their aspirations.

### **Main Duties and Responsibilities:**

#### **1. Curriculum Delivery**

- To deliver the curriculum effectively through a variety of different learning strategies.
- To adopt appropriate learning strategies having given due consideration to the length of the session, intended learning outcomes and the characteristics and needs of the student body.
- To communicate effectively with students and respond appropriate to their needs.
- To ensure appropriate student participation in the teaching and learning process in classes, exercises, case studies etc.
- To ensure that the learning outcomes for the discipline/subject/unit/module etc. are efficiently and effectively delivered.
- To ensure that curriculum content, learning materials and curriculum delivery give positive images of minority groups.
- To contribute to programme induction as required by the Team Leader / Head of School.

#### **2. Curriculum Development**

- To participate as required in the development of the curriculum ensuring that its content is relevant and current.
- To contribute as required to programme submissions ensuring that all deadlines are met.
- To ensure that the curriculum meets the requirements of validating and awarding bodies.

#### **3. Student Assessment**

- To ensure that all assessments are fairly marked and graded and that there is consistency between gradings.
- To ensure that there is an appropriate marking framework for assessed work, and that the framework is known to, and used by, all members of the teaching team, and that students are aware of and understand the framework.
- To meet the deadlines set for the return of work to students and provide feedback in keeping

with the policy of the School/College.

- To utilise those methods of assessment most appropriate to the curriculum content and learning outcomes, and as agreed by the Team Leader and Head of School.
- To attend, and participate on, Boards of Study, Academic Board, Examination Boards, or others as required by the Head of School.

#### **4. Student selection**

- To ensure that the selection procedures are rigorously followed.
- To ensure that the selection criteria and its operation is in line with the College's requirements.
- To ensure that students are offered appropriate guidance on their choice of programme, that student guidance regulations are fulfilled and students are provided with appropriate documentation within the time frame.
- To undertake interviewing and other selection procedures as required.

#### **5. Student Management and Welfare**

- To ensure that all students are informed of the rules, procedures and sanctions governing conduct in all College activities. To implement the College's student attendance and punctuality processes and procedures.
- Ensuring that students are aware of guidance and support services and referring students to these services as appropriate.

#### **6. Tutorial Support**

- Provide students with appropriate tutorial support in accordance with programme and individual requirements.

#### **7. Staff Development and Appraisal**

- To undertake such staff development activities as required by the Head of School.
- To maintain an up to date knowledge of specialist subject/discipline area.
- To participate in the Appraisal Scheme as required.
- To undertake staff development needs identified during such appraisal, or identified by the relevant academic manager.
- To deliver such professional development programmes as may be appropriate to the skills of the postholder.

#### **8. Management and Administration**

- To provide required statistical information within the time scale.
- To undertake the role of class/course/group tutor/leader as required.
- To maintain records in accordance with College requirements.
- To participate in academic and other committees as required.
- To ensure that all targets as agreed and set by the College are met.

#### **9. Liaison**

- To undertake such liaison with internal and external bodies as required.

#### **10. Marketing**



- To assist in the marketing or presentation of programmes in accordance with the requirements of the College.
- To contribute to the academic marketing objectives as required.

#### **11. Quality and Student Evaluation**

- To contribute to the implementation of the College's and academic area's Quality Improvement Plans.
- To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies etc, and to provide information as required in the required format and within the set time scale.
- To implement as required College quality processes and procedures.
- To fully participate in student and programme evaluation as required.

#### **12. Research and Consultancy**

- To undertake such research and study as may be appropriate to maintain the course provision at a consistent level of excellence within available resources.
- To undertake any individual or collaborative consultancy work deemed by the College to be appropriate to the duties of the post.

#### **13. Teamwork**

- To work as an effective programme, area, School, and college team member.

### **Person Specification**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A. Level 3 or above in Wood Occupation/ Carpentry</li> <li>B. Working knowledge of City &amp; Guilds and NOCN Construction qualifications ranging from E3 to L2</li> <li>C. L3 Assessors Award</li> <li>D. Literacy and numeracy at Level 2.</li> </ul>	<ul style="list-style-type: none"> <li>E. Industry experience that is recent and relevant.</li> <li>F. L4 Internal Verifiers Award</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>G. Experience of teaching on Level 1 to Level 3 carpentry full time programmes.</li> <li>H. A proven background of working within a similar educational environment (eg FE, HE).</li> <li>I. Evidence of recent updating of vocational or subject area experience.</li> </ul>	<ul style="list-style-type: none"> <li>H. Suitable teaching experience across a variety of levels.</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>J. Ability to relate to a diverse student population and act as a role model.</li> <li>K. Ability to teach across a range of levels as required.</li> <li>L. Good interpersonal and communication skills.</li> <li>M. To be able to work flexibly and effectively as part of a team.</li> <li>N. Good organisational and IT skills.</li> <li>O. Ability to work on own initiative within College aims and objectives</li> <li>P. A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.</li> <li>Q. Able to maintain professional standards and boundaries.</li> <li>R. Specialist knowledge (eg. relevant legislation) applicable to area.</li> <li>S. Strong classroom management skills.</li> </ul>	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Application Closing Date: 5 September 2025**

**Interview / Selection Date: week commencing 15 September 2025**

