

## Associate Lecturer – Carpentry & Joinery

### KEY ROLE OBJECTIVES

#### ROLE OVERVIEW

**Job Title:** Associate Lecturer

**Grade:** Associate Lecturer

**Contact Hours:** Variable

**Faculty:** Construction

**Responsible to:** Head of Faculty

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

#### Main Duties

Provide teaching, learning and assessment.

#### 1. Teaching, Learning and Assessment:

1.1 Participate in the interviewing, enrolment and induction of students.

1.2 Provide teaching and learning whether in a classroom or a workshop.

1.3 Prepare schemes of work, lesson and assessment plans.

1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.

1.6 Contribute to the wider enrichment of students and support student's pastoral needs.

1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.9 Participate in appropriate quality assurance procedures.

1.10 Prepare learners for a range of accreditation and assessments

1.11 Maintain accurate and detailed student records, including the writing of reports and references.

1.1 Set and monitor Personal Targets and eLLPs according to Faculty and College Policy.

1.2 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## 2 Additional Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.1 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.2 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

**Reviewed:** July 2025

# Person Specification

## Associate Lecturer – Carpentry & Joinery

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I) / Microteach (M)

#### Experience

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##### **Essential Criteria:**

- Minimum of 3 years on site experience in Carpentry and/or Joinery (A/I)

##### **Desirable Criteria:**

- Teaching or training young people and adults (A/I)

#### Skills and Abilities

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##### **Essential Criteria:**

- Good communication skills (at all levels) (I)
- Ability to inspire young people & adults (A/I)
- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) (A/I)
- Ability to record and report on progress towards complex data sets (A/I)

#### Qualifications

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##### **Essential Criteria:**

- NVQ L2 in Carpentry or Joinery with a minimum of 3 years site experience (A)
- GCSE English & Maths at C grade or above (or equivalent) (A)

##### **Desirable Criteria:**

- Teaching qualification (DTLLS / Cert Ed / PGCE) (A)
- Willingness and commitment to work towards and achieve TAQA (A1 and or V1 or equivalent) (A)
- TAQA (A1 and V1 or equivalent) (A)

#### Personal Qualities

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##### **Essential Criteria:**

- Enthusiasm and drive for subjects taught (A/I)
- Excellent time management (A/I)

##### **Desirable Criteria:**

- Passion for teaching and assessment and learning in the life-long sector (A)

## Mandatory Requirements

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### Essential Criteria:

- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

**Reviewed:** July 2025

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.