

# Job Description

## *Lecturer A – Carpentry and Joinery*

**Title:** Lecturer A – Carpentry and Joinery

**Grade:** Lecturer A

**Activity:** Regulated

**Contact Hours:** Annual maximum: 180 - 360

**Responsible to:** Head of Faculty

### **Job Purpose:**

To provide an outstanding learner and staff experience through teaching and supporting the effective delivery of the curriculum

### **Main Responsibilities:**

1. To support learners and staff in the practical work areas
2. To maintain, coordinate and provide technical support within the faculty
3. To provide teaching and support to learners.

#### **1. Teaching and support**

- 1.1 Provide training and support in the classroom or workshop or other work environments
- 1.2 Provide feedback to learners
- 1.3 Provide appropriate support to learners, referring them, where appropriate, to other agencies.
- 1.4 Contribute to the wider enrichment of learners and support students' pastoral needs
- 1.5 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.6 Participate in appropriate quality assurance procedures.
- 1.7 Set and monitor Personal Targets and ILP's according to Faculty and College Policy.
- 1.8 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Provide support to learners and staff**

- 2.1 To coordinate the use of specialist associated equipment and facilities.
- 2.2 To support staff with responsibility for curriculum related to the specialist areas.
- 2.3 To support pre-production and post production work related to the curriculum areas.
- 2.4 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your areas.
- 2.5 Provide Health and Safety talks and training to staff and learners as required in your areas.

## **3. Maintain, coordinate and provide technical support within the faculty**

- 3.1 Maintain all specialist environments in a safe and tidy condition
- 3.2 Clean and maintain the equipment in your specialist areas.
- 3.3 To prepare materials and equipment for use in your curriculum areas.
- 3.4 Maintain inventories of equipment and supplies, including a yearly stock check.
- 3.5 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching

## **4. Additional Duties**

- 4.1 Promote a teaching, learning and working environment that is free from discrimination  
and where all students and staff are encouraged to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of learners.
- 4.3 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.
- 4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

### **Specific Details for the post of Technical Support) - Lecturer A**

- Preparing the workshops at the beginning of the day
- Cleaning and tidying the workshop areas at the end of the day
- Maintaining a safe learning environment
- Organisation of components and parts required for teaching
- Regular maintenance of all hand tools, machinery and equipment
- Ensuring the faculty has supplies of appropriate materials; including ordering and receiving the delivery of goods
- Ability to assist in the teaching of lessons and preparation of resources.

# Person Specification

## *Lecturer A – Carpentry and Joinery*

Criteria		How Evaluated	
		Application	Interview
<b>Experience</b>	<b>Essential:</b>		
	- Experience of working within the Construction Industry / Construction Education	✓	✓
	- Experience of working within a team	✓	✓
	- Experience of using own initiative	✓	✓
	<b>Desirable:</b>		
	- Knowledge of Health and Safety Risks assessments	✓	✓
	- Experience of working with young people	✓	✓
	- Experience of teaching	✓	✓
<b>Skills and Abilities</b>	<b>Essential:</b>		
	- Ability to plan and deliver high quality lessons		✓
	- Excellent knowledge of technologies and equipment related to relevant trade areas		✓
	- Excellent, up-to-date knowledge of industry standards and trends within the area of construction		✓
	- Able to supervise and demonstrate tasks confidently to lecturers and learners		✓
	- Excellent organisational and administrative skills	✓	✓
	- Excellent communication skills		✓
	- Able to work under pressure	✓	✓
	- Able to work independently using own initiative	✓	✓
	- Excellent time management skills	✓	✓

Criteria		How Evaluated	
		Application	Interview
<b>Qualifications</b>	<b>Essential:</b>		
	- Relevant level 2 / 3 qualification or significant vocational experience	✓	

	<b>Desirable:</b>		
	- Instructor / teacher qualification	✓	
	- Health and Safety qualification	✓	
	- Specialist construction qualification	✓	
<b>Personal Qualities</b>	<b>Essential:</b>		
	- A commitment to embracing IT, and its implementation across the curriculum and within general practices	✓	✓
	- Confident, enthusiastic and motivated		✓
	- Ability to work responsively in liaison with colleagues, learners, college teams and external agencies	✓	✓
	- Ability to work effectively in a team	✓	✓
	- Willing to share good practice	✓	✓
	- A commitment to continual professional development, with a willingness to undertake further training if necessary	✓	✓
	<b>Desirable:</b>		
	- Good problem-solving techniques		✓
<b>Mandatory Requirements</b>	<b>Essential:</b>		
	- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College		✓
	- Commitment to equal opportunities		✓

# Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

