Title: Teacher in Carpentry & Joinery

Responsible to: Learning Manager for Construction

Reporting to: Learning Manager for Construction

Grade: 7

Contract Status: Permanent

Hours of work: 37 hours per week

Date: November 2017

Role Summary:

We are looking for a highly motivated individual to join our Carpentry & Joinery team. Within this role you will teach on a variety of courses and will be contributing to the on-going development of this fast growing curriculum.

The successful applicant will have industry experience and a minimum of an NVQ level 3 or Advanced Craft Certificate qualification. You will have gained the necessary experience from working within industry, or performing a similar role within an educational context. Delivering and maintaining standards expected by Awarding Bodies, Industry and Learners, and will include the delivery of Apprenticeships and Study Programmes in the area of Carpentry & Joinery across all levels.

Main duties

- Deliver all forms of academic and vocational study relating to Carpentry & Joinery.
- Produce and maintain above average success rates in the above area.
- Use innovation within your teaching and assessing.
- Utilising e-learning opportunities where appropriate.
- Carryout internal verification duties.
- Perform on-site assessments using a range of methods.
- Support the department with recruitment events.
- Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.

- Ensure compliance with the Financial Regulations of the College.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at November 2017. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: Teacher in Carpentry and Joinery.

Criteria	Essential	Desirable
Education/ Qualification and Training		
Appropriate Occupational/professional Qualifications at level 3	x	
D32 and D33 A1 Assessor Awards		x
Teaching qualification		x
D34 Internal Verifier Awards		x
English and Maths Level 2 Qualification	x	
Experience		
Working with young people	x	
Assessing NVQ's in the workplace		x
Portfolio building		x
In-Occupationally Competent	x	
Training supplier activity		x
Working with employers		x
Internal verification		x
Assessing English & Maths		x
Skills and Competencies		
Excellent interpersonal and communication skills	x	
Good IT skills	x	
Ability to maintain accurate assessment records	x	
Good time management	x	
Knowledge/Awareness		
Apprenticeship frameworks		x
National Vocational Qualifications		x
Health & Safety in High Risk Workshops		x
The further education sector		x
Awarding body requirements		x
Attributes/attitudes		
Able to motivate others particularly young people	x	
Able to work under pressure to meet strict deadlines and targets	x	
Must be a team player	x	
Full driving licence and use of own car	x	
Flexible approach to work	x	