

**Job Description & Person Specification**

<b>Post Title:</b>	Instructor in Carpentry and Joinery	<b>Department:</b>	Construction
<b>Hours per week:</b>	37 Hours	<b>Weeks per year:</b>	52.14
<b>Contract Type:</b>	Full time	<b>End Date:</b>	N/A
<b>Salary:</b>	£20,506 to £25,837 per annum (DOE)	<b>Location:</b>	North Road
<b>Reports to:</b>	Director of Learning and Learning Manager		

**Job Description**

<b>1.</b>	<p><b>Department Overview</b></p> <p><b>Construction</b>          Construction is based across two sites. The Fulcrum is located at Tower Park in Poole and the other is the main North Road Campus. The Fulcrum has two purpose built buildings which facilitate Brick and Wood occupations, for example Boat Building, Site, Shop, Bench. We also have a specific area of machinery which Level 3 carpenters may use as part of their level 3 programme. The Fulcrum facilities also include two computer classrooms and students also have access to computer trollies.</p> <p>The North Road campus consists of Electrical, Paint and Decorating, Plastering and Plumbing. The facilities include separate workshops for each area to give the students a realistic approach to the workplace. There are also designated classrooms with suitable visual aids to facilitate teaching and learning.</p> <p>A strong curriculum area with approximately 370 Full Time, over 400 Apprenticeships (including CITB) and 300 Full cost students with 45 staff members that offers a broad range of pathways. Apprenticeships, Study Programmes and Full Cost courses meet LEP priorities, local employer and employment needs in Brickwork, Wood, Plaster, Paint &amp; Decorating, Electrical and Plumbing.</p> <p>The area has a very successful employer engagement record with well attended employer forums and employer engagement, which links to the Apprenticeship weeks.</p>
<b>2.</b>	<p><b>Purpose of the Role</b></p> <p>The purpose of this post is to deliver high quality and effective Carpentry and Joinery instructing to our students at Bournemouth and Poole College. This job role will mainly be based in a workshop environment.</p>
<b>3.</b>	<p><b>Key Accountabilities &amp; Duties</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to the development and delivery of a range of educational programmes including identifying learning objectives, determining, designing and producing study material, planning course/study programme delivery.</li> <li>▪ Contribute to high quality learning experiences using a variety of teaching and learning methods.</li> <li>▪ Ensure that teaching is based on current best available practice and is consistent with a high standard of practice.</li> <li>▪ Provide academic and pastoral support to students in accordance with agreed procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Create an outstanding student experience which leads to progression or employment.</li> <li>▪ Manage student issues within agreed protocols.</li> <li>▪ Undertake such other reasonable duties as the line manager may require from time to time and review this Job Description annually with the line manager.</li> <li>▪ Participate in the College's appraisal process and to undertake any training that may be appropriate.</li> <li>▪ Take appropriate responsibility to ensure the health and safety of self and others.</li> <li>▪ Pursue the achievement and integration of equal opportunities throughout all The College's activities.</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
4.	<p><b>Detailed Duties:</b>  <b>The following list is not exhaustive but seeks to encapsulate and cover the range and breadth of activities commensurate with the role.</b></p> <p><b>a) Duties falling within the scope of designated contact hours:</b></p> <ul style="list-style-type: none"> <li>• Scheduled teaching, student assignments and tutorials</li> <li>• Distance learning support for groups of students</li> <li>• Employer and workplace/work placement visits</li> <li>• Educational guidance and counselling</li> <li>• Supervision of study programmes</li> <li>• Support activities relating to employability, work experience, volunteering</li> <li>• Support community/personal enrichment activities (including trips related to learning)</li> </ul> <p><b>b) Other Duties:</b></p> <ul style="list-style-type: none"> <li>• Preparation of learning materials and student assignments</li> <li>• Marking of students' work and of internal examinations and assessments, invigilation work</li> <li>• Preparation of reports on student progress for parents/carers and employers as appropriate</li> <li>• Participation in curriculum development activities</li> <li>• Participation in the recruitment of students and the student admissions process</li> <li>• Representation of the College at internal and external events and meetings</li> <li>• Attendance at consultation evenings, open evenings and award events</li> <li>• Completion of College paperwork in relation to student disciplinary matters</li> <li>• The application of all aspects of The College's quality processes, including (but not limited to) course reviews, self-assessment reports</li> <li>• Internal verification</li> <li>• Course/Study Programme co-ordination</li> <li>• Travel within the working day and between sites.</li> <li>• Attend staff development events as appropriate</li> <li>• Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements</li> <li>• Industrial/commercial and academic updating of professional and technical skills</li> <li>• Planning and appropriate arrangements for student visit programmes</li> <li>• Research and other forms of scholarly activity</li> <li>• Promotion of College activities</li> <li>• Schools liaison</li> <li>• Liaison with parents/guardians, the writing of reports</li> <li>• General administration relevant to the role</li> </ul>

<b>4.</b>	<b>Equal Opportunities</b>
	<p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as at June 2019. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

## Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ A knowledge of cut roofs, marking and setting out and calculation using trigonometry.</li> <li>▪ Knowledge of current evidence-based practice in field(s) of expertise</li> <li>▪ Knowledge of issues relating to equal opportunities and cultural diversity</li> <li>▪ Knowledge of and commitment to Safeguarding Children and vulnerable adults legislation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Using the traditional roofing square to calculate roof components.</li> <li>• Current building regulations</li> <li>• Knowledge of the installation and products connected with composite/double glazing systems.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of facilitating Assessment for students in Further Education or an appropriate workplace setting for example school</li> <li>▪ 5 years minimum industry experience in Carpentry and Joinery.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of electronic portfolios</li> <li>▪ Experience of facilitating Assessment for students in Further Education or an appropriate workplace setting for example school</li> <li>▪ Knowledge of requirements of examining bodies such as City &amp; Guilds and C Skills</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• The construction of cut roofs including valleys, hips, crop ends and roof development.</li> <li>▪ Maths and English at Level 2 minimum</li> <li>▪ Excellent organisational skills</li> <li>▪ Focused on team working</li> <li>▪ Flexible and adaptable attitude to working with students of all ages</li> <li>▪ Good communication skills</li> <li>▪ Proven ability to plan and organise own workload</li> <li>▪ Ability to access and use relevant sources of research evidence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of teaching a range of students in Further or Higher Education or an appropriate workplace setting</li> <li>▪ Experience of developing or delivering E-Learning</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Dynamic and innovative approach</li> <li>▪ A desire to form positive working relationships</li> <li>▪ Ability to cope positively with change</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ NVQ level 2 or Advanced Craft in Carpentry &amp; Joinery.</li> <li>▪ Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal Quality Assurance award or equivalent</li> <li>▪ Assessor award</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>▪ Willingness to take part in Open Evenings, Employer liaison and careers events</li> <li>▪ Use of own transport</li> </ul>	