**People Team**

**Job Description & Person Specification**

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| **Post Title:** | **Instructor in Carpentry & Joinery** | **Department:** | **Construction Skills** |
| **Hours per week:** | 37 | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | Learning Manager |
| **Scale & Spine Points:** | SCO6 26-29 | **Location:** | Fulcrum |

**Job Description**

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| **Purpose of the role** |
| The UK, and our area of Dorset, has a pressing need for skilled construction professionals to build and refurbish the buildings our society needs in order to house our people and enable safe, secure and enjoyable lives. A local workforce, trained to install sustainable technology and use modern methods of construction, will contribute to lowering the environmental impact of construction.  There is also an opportunity to change lives directly, by enabling local young people to develop the skills, knowledge and character to succeed in this industry and earn a good living for life. Some will be lifted out of poverty and see life-changing benefits. There is also a need and opportunity to develop a more diverse workforce, with highly professional standards of workplace behavior. Some of these professionals will then be able to develop the skills and attitudes needed to lead at work, and maybe succeed in their own businesses.  The postholder will get high levels of professional development. They will work with and learn alongside others in the network of colleagues, having joined a college that is now in a process of rapid and exciting development, at the heart of its community. |
| **Department Overview** |
| Construction Skills includes 4 individual curriculum areas of carpentry, brickwork and plastering and built environment. The delivery to students takes place across 2 of our college sites. Brick, plastering and built environment are delivered at our main Poole campus, and carpentry is delivered at our satellite site, The Fulcrum in Tower park.  The Poole campus 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, learning and assessment.  The Fulcrum is purpose-built for wood occupations, both Site Carpentry and Boat Building. These workshops cater for students to work on full size rigs giving a realistic approach to the workplace.  We offer courses for 16-19-year-old full time students, apprentices and adults. We offer courses from Level 1 to Level 4. On average we have 350 students studying with us each year and 15 staff that work in the department. |
| **Purpose of the Role** |
| The purpose of this post is to deliver high quality and effective teaching and learning to Bournemouth and Poole College students. This is an instructor post which is key to support student development in the practical elements of carpentry whilst also preparing individuals for the world of work. |
| **Key Accountabilities & Duties** |
| * Deliver excellent quality teaching and learning to a range of students * Ensure that workshop teaching is engaging and challenging for students * Support community/personal enrichment activities (including trips related to learning) * Preparation of materials to support delivery in workshop classroom * Actively promote safeguarding, equality, diversity and inclusion, and health and safety in all aspects of college life * Marking of students’ work with developmental feedback * Reporting student progress * Participation in curriculum development activities * Representation of the College at internal and external events and meetings * Participation in all aspects of The College’s quality process * Internal verification * Continually maintain, undertake and meet any relevant CPD requirements * Liaison with parents/guardians * **\*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.** |
| **Equal Opportunities** |
| 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. |
| **Safeguarding** |
| 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.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at December 2023**.** 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 discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | * NVQ level 2 or Craft certificate in Carpentry & Joinery. * Maths and English at Level 2 equivalent or willing to work towards | * NVQ level 3 or Advanced Craft in Carpentry & Joinery * Assessor award or equivalent * Internal Quality Assurance award or equivalent * Teaching qualification or willingness to work towards |
| **Experience** | * 1st fix, 2nd fix carpentry. * 3 years minimum industry experience in Carpentry and Joinery | * Cut roof/trusses * Knowledge of requirements of examining bodies such as City & Guilds and NOCN * Industry experience of traditional and modern Carpentry systems. * Experience in multiple trades |
| **Knowledge** | * Knowledge of current evidence-based practice in field(s) of expertise | * In depth knowledge of cut roofs, marking and setting out and calculation using trigonometry * Using the traditional roofing square to calculate roof components * Current building regulations * Knowledge of construction qualifications |
| **Skills** | * Communication skills including written and verbal * Competent in Microsoft Office applications * Excellent organisational skills, able to prioritise workloads and meet deadlines * Resilience and ability to work in a fast-paced environment * A “can-do” attitude focused on achievement and continuous improvement | * Able to demonstrate that worked successfully with external organisations (e.g. employers, awarding bodies, voluntary sector) |
| **Other Requirements** | * Attendance at college events ie open evenings including outside of normal working hours * Flexible for evening work | * Use of own transport and able to travel across sites |