

Job Description

Role Title: Lecturer: Carpentry	Pay Grade: £31,437 - £39,296
Normal Place of Work: Advanced Construction Skills Centre, Hengrove (BS14 0DB, Bristol, United Kingdom) with some travel between all College sites.	Line Manager: Programme Manager
Normal Working Hours: Full time, permanent.	Responsible For: N/A

Purpose of Role

- To plan, assess and deliver high quality, imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all students on a range of Carpentry programmes.
- To maximise retention, achievement and success of students.
- To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback.
- To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.
- To fully engage with the College Mission and Values, ensuring that these are at the heart of working practices.

Principal Accountabilities

1. Deliver high quality teaching and learning, and associated duties, to meet the needs of students
2. Deliver effective Schemes of Work, Assessment and Lesson Plans which are flexible to student needs and which address and embed English, Mathematics, functional skills and equality/diversity, taking into account the learning needs of individual students
3. Drive and inform the design and development of programmes to increase success rates
4. Ensure use of appropriate high quality learning resources to provide stretch and challenge to learners
5. Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.
6. Ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
 - Take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed
 - Actively evaluate all aspects of curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase student success and take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes, with a focus on raising students' retention and achievement rates
 - Ensure completion of student ILP's, in setting long term goals and short-term targets

- Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students' progress is 'adding value' to their previous achievements
 - Positively seek out benchmarks and other measures of success and actively work towards and if possible, exceed individual achievement objectives and success measures
 - Take responsibility for seeking out methodologies and resources in support of high-quality teaching and learning
 - Be responsible for moderation and verification at key times throughout the year
7. Complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
 - Ensure accurate attendance records with follow up on attendance and punctuality
 - Be responsible for the development and maintenance of definitive course files
 8. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
 9. Deliver feedback on progress to students and other relevant stakeholders
 10. Be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events
 11. Deliver effective interview and initial assessment activities which ensure student's suitability for courses; giving impartial and professional advice, which meets their educational and vocational needs

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<ul style="list-style-type: none"> • Head/s of Quality 	To provide data and information to support the College's self-evaluation and quality improvement processes as we as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment.
<ul style="list-style-type: none"> • Study Coach/es 	To share information about students' progress, along with any welfare and/or conduct concerns.
<ul style="list-style-type: none"> • Awarding Bodies and Validating Partners 	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to

complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.

- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College’s student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications)	✓	
Qualified to minimum of degree level or equivalent professional qualification		✓
Teaching qualification (or already be working towards one)	✓	
NVQ Level 3 in Site Carpentry	✓	
Experience in structural carpentry, 1 st fix carpentry, and 2 nd fix carpentry.	✓	
IQA and Assessors award		✓
Knowledge and Experience		
5 years relevant industry and/or vocational experience in the subject specialism being taught	✓	
Knowledge of current employment trends and required employability skills in the specialism to be taught	✓	
Evidence of recent and up to date continuous professional development in the specialism to be taught	✓	
Knowledge of arrangements for safeguarding children and young people	✓	
Knowledge and experience of strategies for improving learning outcomes for young people and adults	✓	
Knowledge of strategies to be used to improve retention of young people and adults		✓
Knowledge and experience of the Education Inspection Framework and/or equivalent arrangements for Higher Education		✓
Experience of teaching diverse groups of students		✓
Experience of developing learning resources for both face to face, blended and/or online delivery of learning	✓	
Skills and Abilities		
Good oral and written communication skills	✓	

Excellent interpersonal and networking skills	✓	
Good planning and organisation skills	✓	
Good analysis, problem solving and decision-making skills	✓	
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓	
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism	✓	
Ability to use IT at a level commensurate with job role	✓	
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓	