

Job Description and Person Specification



Lecturer in Carpentry & Joinery

Salary:	£31,937 - £42,919pa inclusive (Please read "Explanation of Lecturer Salary" attached)
Hours:	36 hours per week
Leave:	47 days annual leave per annum plus public holidays
Reports to:	Curriculum and Quality Team Manager
Location:	This post will initially be based at the Skills + Logistics Centre in Feltham

The purpose of the post: The ideal candidate should have strong, recent, practical experience in the carpentry & joinery trade, with a good record of health and safety. We currently teach a range of courses, including an important focus on lower-level courses and 14-16 year old students on school link courses.

Teaching

1. Assist the Curriculum and Quality Team Manager in the development of student centred teaching/ learning strategies and deliver high quality teaching and learning with particular focus on Multi Skills in Carpentry & Joinery.
2. To develop, plan, deliver and assess on the T Level program identified for Construction
3. Advise and assist the Curriculum and Quality Team Manager with regard to course development and modification.
4. Negotiate targets for performance with the Curriculum and Quality Team Manager and ensure that agreed action is taken to ensure continuing improvement to the quality of the provision.
5. Liaise with other lecturers and other appropriate staff regarding matters of assessment, student progress, work placements and other organisational matters.
6. Ensure that reports relating to students' progress are prepared for employers, parents or sponsors as appropriate.
7. Report to and consult with the Curriculum and Quality Team Manager to ensure that agreed practices are consistently followed, particularly in respect of all review, evaluation and planning activities, including team meetings.
8. Prepare students' references for employment and Further and Higher Education.
9. Ensure students are entered for appropriate examinations.

10. Teach on a range of multi-craft courses in construction up to level 3 where required. This includes associated organisational and administrative work, preparation, marking, record keeping and health and safety.
11. Arrange for students to receive advice regarding careers and further educational opportunities from Careers Advisory staff.
12. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the College.

General

1. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy.
2. To undertake responsibility for the effective day-to-day communication with the Curriculum Team Manager and to support the other team members delivering elements of multi-skills.
3. Adhere and comply with the college financial regulations.
4. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the college.
5. Participate in relevant promotional and marketing events.
6. Liaise with appropriate student support agencies within the College in particular Students Services, Inclusion, and Marketing
7. Participate in the development of construction and craft skills in the college and contribute to curriculum development.
8. Liaise as required with relevant external agencies.
9. Undertake additional duties at enrolment times as required, including evening work.
10. Share responsibility for the workshop facilities with other lecturers in the area.
11. Carry out such other related duties as may be required by Curriculum and Quality Team Manager/Director.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess at least one qualification relevant to the carpentry & joinery and multi skills programmes.
2. Have relevant experience in one or more of the following painting and decorating, Carpentry and Joinery, Plumbing or Electrical Installation.
3. Have sound understanding of relevant craft techniques and how they could be communicated to students.
4. Show commitment to and be able to provide evidence of continuous professional development and demonstrate its impact on teaching and learning.
5. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
6. Have a teaching qualification or be willing to obtain one within an agreed timescale.
7. Have experience of teaching in further education.
8. Possess the Training, Assessment & Quality Assurance (TAQA) qualifications for assessors and verifiers or be committed to attaining these awards.
9. Possess a Literacy and Numeracy qualification at Level 2
10. Have knowledge and experience of Apprenticeship and Traineeship provision.
11. Undertake Course Leadership responsibility as required and complete Course Review and evaluation documentation in accordance with college standards and deadlines
12. Have knowledge of health and safety and how it applies to students' learning.
13. Be able to demonstrate good oral and written communication skills.
14. Have the ability to work with students with a range of learning styles and ability.
15. Be able to work to deadlines.
16. Be able to work as part of a team.
17. Have an awareness and understanding of equal opportunities
18. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum

Closing date: 2 October 2024

Reference No: 1CON002

Interview date: TBC

Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

EXPLANATION OF LECTURER SALARY

1. Lecturers' salaries are on an incremental scale from point 7 to point 14 inclusive (£31,937 - £42,919). The pay scale is available on request.
2. All new entrants are placed on point 7 of the scale, which is £31,937 pa inclusive, unless they have two or more year's experience, in which case the starting point is 8.
3. Where there is evidence of current earnings in excess of point 7, the applicant may be placed at the salary point higher than their current salary.
4. Progression from point 7 to 11 is automatic and is awarded annually on the anniversary of the date of appointment. In other words, every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.
5. When postholders have been at point 11 for one year, they will be invited to apply to progress to point 12 on the scale. Lecturers have to meet a simple set of criteria to ensure that they are performing satisfactorily and will then progress to point 12.
6. Progression from point 12 to point 14 is automatic and will be awarded annually on the anniversary of the date of appointment. Again, this means that every year the postholder will receive an incremental point increase (very approximately £1,000) in addition to the cost of living increase received by all staff.

Conditions of Service

Contract:	Full time
Pension:	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
Annual Leave:	47 days per annum plus public holidays plus up to 5 days Christmas efficiency closure
Teaching Qualifications:	<p>Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post.</p> <p>The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the Individual works full-time or part-time.</p>
Hours:	36 hours per week
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.