

LINCOLN COLLEGE

JOB DESCRIPTION

Post Title: Lecturer in Carpentry and Joinery **Grade:** Lecturer Scale 1-7

Post Number: LC0520P **Date:** July 19

Line Manager: Head of Learning and Skills **Directorate:** Education and Training

Daily Supervision: Learning and Skills Lead

Unit/School: School of Construction/ Professional Industries

Job Purpose:

To prepare, deliver, assess and coordinate on Carpentry and Joinery programmes in the School of Construction

Principal Duties and Responsibilities:

1. To be responsible for course management and success rates of key programme and courses within Carpentry and Joinery
2. To prepare, deliver and carry out teaching and learning with necessary assessment of students including on site assessment where appropriate.
3. To carry out the role of course tutor and as required.
4. To carry out and maintain records and documentation required by the College curriculum quality policies and systems.
5. To contribute to the selection, recruitment and enrolment of students.
6. To liaise with schools, parents and/or employers as appropriate.
7. To carry out internal verification as required.
8. To actively implement College's Equal Opportunities policy review and implements action plans in accordance with relevant EDIMS of the College and within the area of Construction and Engineering.
9. To maintain professional standards and expertise by undertaking relevant professional development.
10. To maintain teaching and learning quality standards through peer review and lesson observation activity.
11. To conform and promote the Health and Safety requirements relevant to the post.
12. To contribute to the development of new programmes and work as a member of a flexible delivery team within the Carpentry and Joinery Section.
13. To liaise with awarding bodies and external examiners/verifiers.

14. To co-ordinate timetabling of individual student programmes.
15. To participate in cross-college working / strategy groups as may from time to time be established.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role of lecturer.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

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PERSON SPECIFICATION FORM

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Date: July 2019

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Professional Industries

No.	Requirement	Proposed Selection Method *
Knowledge		
1	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts).	A/I
2	Level 3 Qualification in Carpentry and Joinery	A/I
3	Assessor and Verifier Award	A/I
Skills/Abilities – Interpersonal		
4	The ability to work in a non-discriminatory manner.	A/I/T
5	The ability to respond to the individual learning needs of customers.	A/I/T
6	The ability to support students undertaking Carpentry and Joinery qualifications in a flexible environment.	A/I/T
7	The ability to instruct students in practical and theoretical activities.	A/I/T
8	The ability to carry out on-site assessment.	A/I
Experience		
9	Recent industrial experience in the Carpentry and Joinery industry	A/I
10	Experience of preparation, delivery and assessment of Carpentry and Joinery	A/I/T
Work Related Circumstances		
11	The ability and willingness to undertake relevant staff development.	A/I/T
Skills/Abilities – Other		
12	Appropriate level of IT skills to undertake relevant duties, ie Word and Powerpoint or the willingness and ability to undertake relevant training.	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I/T
14	Ability to travel to various Geographic locations.	A/I

Prepared By: Paul Gregory

Designation: Head of Learning Skills Construction

Date: July 2019

* **A = Application Form**

I = Interview

T = Test