

Job Description and Person Specification

Post:	Carpentry and Joinery Lecturer
Contract:	Permanent, Full time
Hours:	35 per week
Reporting to:	Curriculum Manager Construction
Salary:	£43,150 per annum

Key Purpose

The Construction area at CONEL delivers a range of construction crafts qualifications, full time, part time and introduction qualifications. We are looking for an exceptional candidate to deliver across our Carpentry and Bench Joinery programs.

The course levels delivered are, Introduction to Carpentry and bench Joinery, L1 Diplomas, L2 Diplomas alongside apprenticeship delivery in Site carpentry and Bench Joinery.

Main Duties and Responsibilities

- To act as a learning manager and take responsibility for the day to day management of courses you deliver for.
- To teach across a range of courses and be involved in student support.
- To prepare appropriate teaching materials, including ICT/ILT materials, and keep them up to date.
- To successfully embed English and Maths in all teaching: both practical and theory.
- To assess and monitor students work.
- To liaise with employers and secure work experience placements; monitor placements and assess in the work place.
- Undertake associated duties of administration and record keeping, enrolment and examination procedures etc.
- To teach across different sites of the College as required.
- To promote the curriculum development of existing and new courses, including monitoring, evaluation and quality assurance.
- Marketing and recruiting students.
- Attend college and section meetings, attend relevant staff development events
- To undertake other duties as appropriate
- To take responsibility around BKSB initial/diagnostic assessment and target setting as per student results for the area of Woodwork/Construction for LD students
- Record and monitor your student's targets, progress, results and other areas of study on Promonitor.
- Develop employer links and work experience within the field of

woodwork / construction and associated industries

Expectations of the Post Holder

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the postholder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job.

