# Job Description

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| **Post Title:**  **Department:** | Carpentry & Joinery Skills Trainer  Construction |
| **Reports to:** | Head of Curriculum |
| **Overall job purpose:** | To be responsible for teaching and assessing Carpentry & Joinery at Levels 1, 2 and 3 on Full time and Apprentices and assisting with the development of the curriculum. |

**Probationary Period:**  Six months

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional and higher education and training that empowers people, businesses and the community to achieve their goals.

We will be an accessible, essential, relevant and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To teach, assess and as appropriate, internally verify courses up to Level 3, on site and off site to Apprentices.
2. To support the development and expansion of the Carpentry & Joinery Curriculum.
3. To ensure that the Carpentry & Joinery Curriculum is fully up to standard and to assist with the further development of the Construction Centre.
4. To assist in the Marketing of the College provision through attendance at Careers Conventions, Open Days and other promotional events.
5. To provide vocational support and guidance to learners. To track and target individual student progress.
6. To carry out administrative duties associated with teaching, including maintenance of registers, schemes of work, assessments, reports, course records and course evaluations to a good standard and within established deadlines.
7. To assist in the development of Curriculum support materials.
8. To be a Course Leader for one of the programmes.
9. To ensure safe working practices are observed by yourself and others (including students) for whom you are responsible.
10. To provide such returns or reports as may from time to time be required by the Head of Curriculum or College.
11. To assist in the recruitment of students, including interviews and enrolments.
12. To assist with programmes of work experience and/or industrial commercial liaison, including the organisation and monitoring of work experience placements.

## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

1. To undertake additional duties as required or requested by College management.
2. To take part in approved staff development as part of the College’s Staff Development

Programme. It is mandatory for employees to complete induction training after which you will receive certificates of completion, which will need to be periodically renewed.

1. To ensure the College Health and Safety policies and procedures are adhered to and safe working practices are observed by themselves and others (including students) for whom you are responsible.
2. To take responsibility for safeguarding and the promotion of welfare for students and vulnerable adults within the College.
3. To carry out all duties in accordance with Diversity, Equity and Inclusion policies and procedures.
4. To ensure knowledge on Safeguarding, Diversity, Equity and Inclusion, The Prevent Duty and Data Protection are up to date through the completion of mandatory training.
5. You may be required to become qualified as a College First Aider. If so, appropriate committee training and release from normal duties will be given.

# Person Specification

Post Title: Carpentry & Joinery Skills Trainer

Job post number: CJST/03.2023

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| **Requirements** | **Essential**  **or**  **Desirable** | **Evidence by:**  **App Form (A)**  **Interview (I)** |
| **Knowledge/Qualifications**   * City & Guilds Advanced Craft or NVQ Level 3 in Carpentry & Joinery. * City & Guilds 7404 Parts 1 and 2, PGCE or Cert Ed. PTLLS, DTLLS Or a willingness to acquire. * A1 and V1, or a willingness to acquire. * Up to date knowledge of the Carpentry & Joinery Curriculum. * Knowledge of assessment and tracking procedures. | E  E  E  E  E | A/I  A/I  A/I  A/I  A/I |
| **Skills/abilities – interpersonal**   * Good management skills. * Good communication skills. * Good administrative/IT skills. * Good problem-solving skills. * The ability to work to deadlines. | D  D  D  D  D | I  I  I  I  I |
| **Skills/abilities - other**   * The ability to recognise the opportunities to develop the Construction Curriculum. | D | I |
| **Experience**   * Previous teaching experience at an appropriate level * Appropriate industrial experience | D  E | A/I  A/I |
| **Work related circumstances**   * Commitment to the promotion of Diversity, Equity and Inclusion * Commitment to the promotion of Safeguarding * Commitment to College mission, vision & core values * Commitment to development of self and others | E  E  E  E | I  I  I  I |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short-listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess

**Date Prepared: 20.03.23**