

## LINCOLN COLLEGE JOB DESCRIPTION

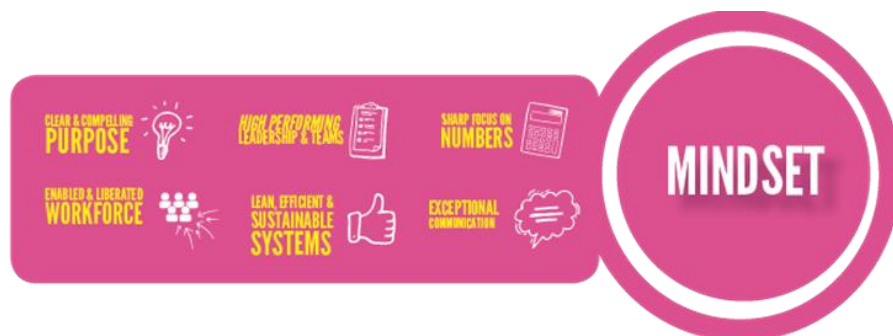
<b>Post Title:</b>	Instructor/Assessor – Carpentry and Joinery	<b>Post Number:</b>	LC0630P
<b>Daily Supervision:</b>	Curriculum Lead - Carpentry and Joinery, Multi Skills and Tech & Pro	<b>Grade:</b>	LC Support Scale 6
<b>Department:</b>	Construction / PI	<b>Last Updated:</b>	June 2025

### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.



### Job Purpose:

To be responsible for supervision, tuition, assessment and internal verification of students according to the requirements of Carpentry & Joinery programmes.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1 To conduct assessments and reviews in line with college and awarding body procedures, at levels One, Two and Three (Where Applicable)
- 2 To support student learning through practical demonstration, observation, assessment and guidance.
- 3 To plan, develop and deliver training on programmes.
- 4 To undertake Carpentry and Joinery workshop inductions.
- 5 To be actively involved in all aspects of student recruitment.
- 6 To provide appropriate guidance to learners when selecting courses both initially and as progression.
- 7 To be responsible for the supervision, tuition, review, assessment and internal verification of learner performance, according to the requirements of the programme.
- 8 To complete and maintain student records, portfolios and other paperwork connected to learner programmes and apprenticeship frameworks.
9. To undertake relevant professional development to stay abreast of changes to curriculum and so maintain professional standards and expertise.
10. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. To contribute towards the development of an inclusive learning environment.
14. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role of Instructor.

**N.B. 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.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	Possession of a Level 3 Award in Education and Training (previously PTLLS) or equivalent professional teaching qualification, or the ability and willingness to obtain this within 2 years (4 years for fractional posts) of commencing employment	A/I
2	Level 3 Advanced Craft Certificate/NVQ Qualification	A/I
3	Assessor and Verifier Award	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner.	A/I
5	The ability to respond to the individual learning needs of learners	A/I
6	The ability to support students undertaking Carpentry and Joinery qualifications in a flexible environment.	A/I
7	The ability to instruct students in practical and theoretical activities.	A/I

	Experience	PSM
8	Recent industrial experience in the Construction industry	A/I
9	Experience of preparation, delivery and assessment of Construction trades	A/I

	Work Related Circumstances	PSM
10	The ability and willingness to undertake relevant staff development.	A/I

	Skills/Abilities - Other	PSM
11	Appropriate level of IT skills to undertake relevant duties, ie Word, PowerPoint, Teams or the willingness and ability to undertake relevant training.	A/I
12	Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
13	Ability to be able to travel to various geological locations.	A/I

<b>Prepared By:</b>	Paul Barnes (Curriculum Lead - Carpentry and Joinery, Multi Skills and Tech & Pro)
<b>Date:</b>	October 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

