

# **BORDERS COLLEGE**

## JOB DESCRIPTION

<b>Job Title</b>	Instructor/Assessor/Technician for Carpentry & Joinery
<b>Post Holder</b>	
<b>Accountable To</b>	Curriculum & Learning Manager
<b>Responsible For</b>	Delivering and Assessing skills sessions in agreed subject areas. Assisting with the requisition and preparing of materials for practical sessions
<b>Department</b>	Construction

<b>Overall Purpose of Job</b>
<ul style="list-style-type: none"> <li>The primary function is to develop the skills and understanding of students and trainees and provide support to them throughout their course of study and assess their work in line with National Standards</li> <li>Assist with ordering and preparation of materials.</li> </ul>
<b>Main Duties and Responsibilities</b>
<p><b>CORE KEY ACCOUNTABILITIES:</b></p> <p><b>Developing Skills:</b></p> <ul style="list-style-type: none"> <li>Requisition and/or prepare materials for skills development session as specified within job outline</li> <li>Set up workshop areas</li> <li>Provide skills demonstrations</li> <li>Supervise and support learners</li> <li>Interact with students to monitor knowledge and understanding</li> <li>Provide constructive feedback to learners on their performance</li> <li>Maintain an environment which is conducive to learning</li> <li>Support learners in the use of IT and specialist equipment</li> </ul> <p><b>Assessment:</b></p> <ul style="list-style-type: none"> <li>Observe and assess students practical skill levels and their knowledge and understanding as it relates to the practical activity</li> <li>Record results on assessment registers and other formal documentation such as Candidate Achievement Records</li> <li>Assess workplace performance</li> <li>Submit results to support service and where appropriate employers and/or training providers</li> <li>Maintain records of group student attendance and achievements</li> </ul> <p><b>Course Team Duties:</b></p> <ul style="list-style-type: none"> <li>Participate in Course Team meetings and Quality Check Meetings and provide feedback on issues impacting upon the student experience</li> </ul>

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The above-mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

## PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
Qualification in Carpentry & Joinery at SCQF Level 6 or above		E
L&D9/DI or A1 or D32 /33		D

KNOWLEDGE		Essential or Desirable
Understanding of the range of skills to be delivered in Carpentry & Joinery		D
Previous knowledge of delivering academic units		D
Ability to form motivating relationships with learners		E
Aware of strategies to engage young learners		D
Understanding of possible learning difficulties		D
Good communication skills with groups and individuals		E
Ability to work independently but recognise when to seek advice		E
Basic IT skills (word processing, use of internet, e-mail)		D

EXPERIENCE		Essential or Desirable
Industrial experience in Carpentry & Joinery and the use of wood working machines.		E
Teaching experience		D
FE Experience		D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Good knowledge of social inclusion issues		D
Good knowledge of discrimination issues		D
Evidence of Continuing Professional Development		D

### **In-Post Training:**

- Successful applicants will be expected to achieve Learning and Development units required for the post within 12 months. The College will allocate time and support to the successful applicant to achieve the units within the timeframe.

### **General:**

- The above outline of major tasks and activities is not exhaustive. Postholders are expected to carry out activities within their ability/experience and within the overall remit of the post.
- The post will be operated on an annualised hours basis

### **Selection Activities:**

- The selection activities used will depend on the Curriculum Area and specific nature of the Instructor role to be filled. The Recruiting Manager and HR Officer will discuss and determine the most appropriate activities at the Vacancy Requisition stage.