

# BORDERS COLLEGE

## JOB DESCRIPTION

<b>Job Title</b>	Trainee Lecturer – Carpentry and Joinery,
<b>Post Holder</b>	
<b>Accountable To</b>	Curriculum and Learning Manager – Sustainable Construction
<b>Responsible For</b>	Providing learning, teaching and assessment in line with pre-agreed timetables
<b>Department</b>	Sustainable Construction Portfolio

<b>Overall Purpose of Job</b>
To provide effective learning, teaching and assessment as agreed with the Assistant Principal and Curriculum and Learning Manager

<b>Main Duties and Responsibilities</b>
<b>CORE KEY ACCOUNTABILITIES:</b>
1 Formally structured teaching to agreed target detailed on the timetable using a range of appropriate learning and teaching methods.
2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
3 Effective assessment of learning and teaching, student tutorials/projects, etc.
4 To maintain accurate records relating to student attendance and achievement.
5 To carry out assessments in line with awarding body standards and provide formal feedback to students.
6 To comply with all College Policies and Procedures.
7 To provide curricular guidance and first line discipline to students as required.
8 To maintain professional teaching standards and vocational qualifications.
9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.
10 To participate in Portfolio area and other College meetings as required.

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**You may also be required to:**

- 1 Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.
- 2 To undertake the duties of a Course Tutor.
- 3 To support the work of the Portfolio Area in terms of recruitment, marketing and resourcing as required.

**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
Advanced Craft certificate	D
TQFE	D
L&D9/DI or A1 or D32 /33	D

KNOWLEDGE	Essential or Desirable
Knowledge and understanding of the SVQ3 framework and sector	E
Experience of SQA assessment requirements	D
Understanding of the range of skills to be delivered in Carpentry and 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)	E

EXPERIENCE	Essential or Desirable
On-site experience in Carpentry and Joinery	E
Experience in the Construction industry	E
Experience with bench joinery and woodworking machinery	D
Experience of delivery and training for Joinery qualifications	D
Awareness of sustainable construction techniques	D
Experience of modern methods of construction	D
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

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**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.