

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Master Craftsman
Post Holder	Vacant
Accountable To	Curriculum & Learning Manager/ Account Manager
Responsible For	Delivering and Assessing skills sessions in agreed subject areas
Department	Sustainable Construction

Overall Purpose of Job

- The primary function is to develop the skills and understanding of students and trainees, provide support throughout their course of study and assess their work in line with National Standards

Main Duties and Responsibilities

CORE KEY ACCOUNTABILITIES:

Developing Skills:

- Requisition and/or prepare materials for skills development session as specified within job outline
- Set up workshop areas
- Provide skills demonstrations
- Supervise and support learners
- Interact with students to monitor knowledge and understanding
- Provide constructive feedback to learners on their performance
- Maintain an environment which is conducive to learning
- Support learners in the use of IT and specialist equipment
- assist candidates to complete funding paperwork to ensure appropriate funding is secured
- deliver comprehensive inductions to candidates

Assessment:

- Observe and assess students practical skill levels and their knowledge and understanding as it relates to the practical activity
- Record results on assessment registers and other formal documentation such as Candidate Achievement Records
- Assess workplace performance
- Submit results to support service and where appropriate employers and/or training providers
- Maintain records of group student attendance and achievements

Course Team Duties:

- Participate in Course Team meetings and Quality Check Meetings and provide feedback on issues impacting upon the student experience

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- comply with reporting processes of candidate progress (monthly to line manager and to employer as required)
- share knowledge and best practice with other members of the team
- undertake Personal and Professional Development
- adopt flexible working methods to meet the changing needs of the College
- develop and maintain high quality standards appropriate to the post
- develop and maintain professional standards and expertise by undertaking relevant professional development
- Attend internal and external meetings and networking events as required
- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Comply with College policies, procedures and the decisions of the College.
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

Quality Assurance:

- To comply with internal systems for quality including Internal Verification, audits, Approvals.
- To comply with external systems for quality including External Verification, audits.

Customer Service:

- To work to the principles of customer service (World Host) through the delivery of high quality, efficient service.
- To meet Borders College's contractual obligations for delivery of all services and training to customers.
- Market and promote the provision of the Business Development Unit to new and existing customers

Programme/Product Development:

- To assist in the development of Scottish Vocational Qualifications and delivery resources
- To ensure the programme of delivery meets the needs of the customer

Health and Safety:

- To ensure safe and healthy environments for all candidates, staff and visitors
- To adhere with Borders College's Health and Safety policies, procedures and systems

Finance:

- To meet agreed targets and milestone as identified by line manager
- To report on financial targets monthly as required by funders

Professional Development:

- To maintain high quality continuous professional development activities within area of expertise
- To maintain accurate, up to date CPD records.

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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
Ability to form motivating relationships with learners		E
Good communication skills with groups and individuals		E
Ability to work independently but recognise when to seek advice		E
IT skills (word processing, use of internet, e-mail)		E
Understanding of the range of skills to be delivered in Carpentry & Joinery		D
Previous knowledge of Boat Building Repair		D
Previous knowledge of delivering academic units		D
Aware of strategies to engage young learners		D
Understanding of possible learning difficulties		D
Verifiable, relevant and sufficient technical competence to evaluate and judge evidence for relevant qualifications		E
Knowledge of SVQ delivery process and assessment strategy for agreed subject area		D

EXPERIENCE		Essential or Desirable
Industrial experience in Carpentry & Joinery and the use of wood working machines and/or industry experience or knowledge of boatbuilding and repair		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
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College		E
Ability to impart knowledge to others effectively		E

OTHER ABILITIES/QUALITIES		Essential or Desirable
Effective prioritisation and organisational skills		E
Able to plan ahead and anticipate support needs		E
Capacity to work under pressure		E
Ability to work effectively within a team		E

E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	E
Have a strong sense of purpose and the drive to achieve agreed goals	E
Ability to maintain a tidy and organised workspace	E
Ability to work in isolation and manage own time	E

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	E
Commitment to high professional and personal standards of work and conduct	E
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	E

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	E

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.