

#TRANSFORMINGLIVES

Recruitment Pack

Instructor/Assessor – Carpentry & Joinery



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – over 170 years. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 170 years – and beyond.

Times are exciting for the College with opportunities for further growth and development via the recent Further Education White Paper, announcements made in the March 2021 Budget and as the economy rebounds from the impact of coronavirus.

We moved into our current premises in 2011 and since this time investment has been made to ensure the facilities remain exceptional. This environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected off all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Local Enterprise Partnership. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- The job description and person specification.
- The College's approach to recruiting ex-offenders.
- Reasons to work at the College
- The College's mission, expectations and behaviours



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description: Lecturer - Groundwork

Post Title: Instructor/Assessor - Carpentry & Joinery
Reporting To: Head of School - Construction and the Built Environment
Salary: Up to £31,304.03 per annum
Hours: Full Time
Holidays: 29 days plus Bank Holidays

Hartlepool College of Further Education seeks to appoint an enthusiastic and proactive Instructor/Assessor in Carpentry and Joinery. As an employer-facing organisation that celebrates skills, the College is proud that skills training and development is at the heart of its building's design. This exciting opportunity offers an enthusiastic, ambitious and committed individual the chance to join this forward-looking college as it embraces change and responds to increased demands for its services.

Applicants should have relevant industry experience and knowledge of the construction sector. A minimum level 3 qualification in a relevant vocation is essential for this post, along with a teaching qualification or a willingness to undertake a teaching qualification within an agreed timescale.

The Specific Nature of the Role

The post-holder will be responsible and accountable for the delivery of effective instruction and the supervision of learners and apprentices working to national occupation standards associated with carpentry and joinery. This will include demonstrating the correct and safe use of equipment & tools, supervising groups of learners, assessing competence in practical skills (including on-site assessment), using a range of standard materials and techniques. The post-holder will be responsible and accountable for ensuring effective housekeeping in the related area(s) to 5S standards, including the maintenance of a safe working environment. The post-holder is expected to be an excellent team player and embrace the College's RESPECT values. The role will include up to 30 hours of instruction/assessment in the Skills Academy, on-site or in the workplace. The remaining time is expected to be used for maintaining 5S standards in the Skills Academy.

The post-holder is expected to be an excellent team player and embrace the College's RESPECT values.

Main Duties and Responsibilities

- Provide instruction to the specified standards and providing feedback to students regarding their progress
- Assess competence using awarding organisation criteria in the workshop and work-based environments for construction disciplines.
- Exercise care in the use of equipment and report faults to the appropriate person
- Ensure the work area is 'set-up' and 'cleared away' at the start and end of each working day – promoting the principles of exemplar (5S) housekeeping to students
- Ensure appropriate levels of stock and that the college's purchasing protocols are followed at all times

- Participate in good practice dissemination events and embed good and innovative practice in classes to enhance the learning experience of students
- Participate in the coaching and mentorship of students engaged with skills competitions
- Contribute to course team target setting, review and pastoral reporting (including UTS)
- Maintain up to date knowledge of those subjects delivered and undertaking recording of continuous professional development activities
- Attend and contribute to team/School meetings as required as well as School and College student recruitment activities such as Open Days
- Support the college's Facilities team and maintenance operations outside of the academic year
- Embrace the College's RESPECT values and values associated with new ways of working
- Promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees commensurate with the grade of the post
- Support on site progress checks and assurance visits where/if required
- Support learners in their preparation for work placements and actively engage with employers to establish new placements with potential for apprenticeship opportunities
- To perform such duties consistent with the position as may be required by the Principal from time to time.
- Deliver good or better learning and assessment which focuses on individual learners' needs.
- Take part in the College's Unified Tutorial System.
- Attend and contribute to team/school meetings as required.
- Promote and maintain a commitment to a transparent safeguarding culture.



Person Specification

Post Title: Lecturer - Carpentry & Joinery

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. An initial teacher training qualification or willing to work towards within an agreed timescale e.g. the L3 Award in Education and Training	E	i
2. Assessor qualification (for example A Award or D32/D33) or willing to work towards – within an agreed timescale	E	i
3. Level 3 vocational qualification in a relevant discipline	E	i
4. Level 4 qualification in Building Services, Construction, Environmental Technologies (HNC or similar)	D	i
5. Demonstrable industry experience and knowledge of the construction sector	E	i, ii and iii
6. Demonstrable track record of delivering good or better instruction in a relevant discipline	E	ii and iii
7. Good IT skills to support both administration duties and to enhance instruction practice	E	i and iii
8. Strong organisational skills to manage diverse and conflicting priorities proactively	E	i and iii
9. Exemplary oral and written communication skills	E	i, ii and iii
10. Verification qualification (for example V Award or D34)	D	i
11. Ability to maintain and promote a practical working environment that is consistent with the College's drive for excellence by incorporating the principles of 5S or similar	E	ii and iii
12. Commitment to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College	E	i, ii and iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview