

# **JOIN TEAM NCD**

**FIND YOUR NEW**  **New  
College  
Durham**

# OUR STATEMENT OF PURPOSE

## OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

## OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

## OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

**As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':**

**Accountability:** We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

**Safeguarding:** We maintain a safe and inclusive environment in which students can learn, achieve and progress.

**Partnerships:** We work in partnership with those who share our vision and values.

**Inclusion:** We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

**Respect:** We treat everyone with respect, fostering trust, openness and honesty.

**Excellence:** We achieve and maintain high standards in everything that we do.

**A** **ACCOUNTABILITY**

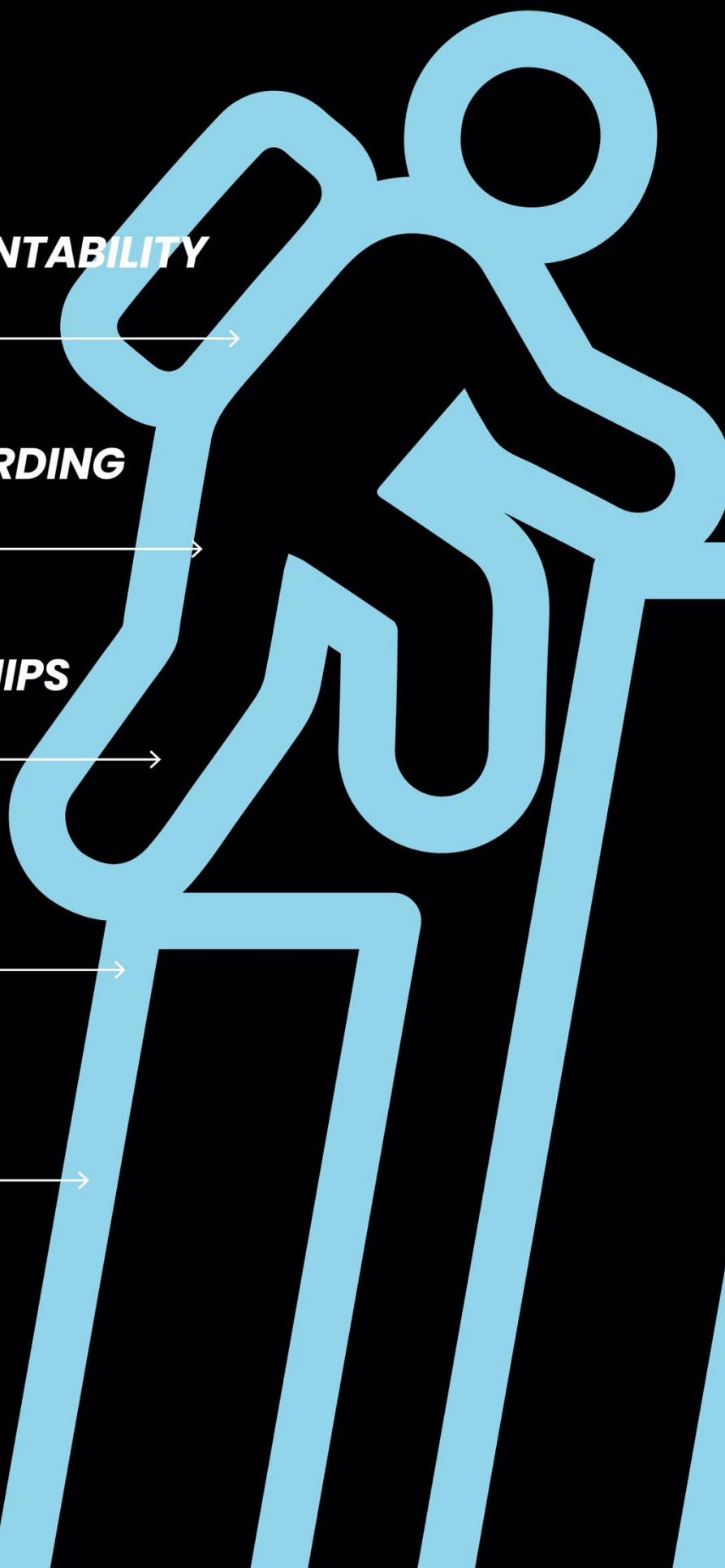
**S** **SAFEGUARDING**

**P** **PARTNERSHIPS**

**I** **INCLUSION**

**R** **RESPECT**

**E** **EXCELLENCE**



## JOB DESCRIPTION

<b>Job Title</b>	Carpentry and Joinery Lecturer
<b>Grade</b>	TT04-TT07
<b>Hours</b>	37 hours per week (pro-rata)
<b>Location</b>	Framwellgate Moor Campus
<b>Department</b>	Carpentry and Joinery
<b>Accountable to</b>	Curriculum Manager

## JOB PURPOSE

As a Carpentry and Joinery Lecturer at New College Durham, your job purpose is to inspire and educate students of various ages and backgrounds, equipping them with the necessary skills, knowledge, and confidence to excel in the carpentry and joinery industry. By fostering a supportive and engaging learning environment, you play a vital role in preparing students for successful careers, further education, or entrepreneurial pursuits in this field. You will deliver high-quality teaching, learning and assessment to students aged 16 and upwards, including apprentices and adults, to high standards.

## KEY RESULT AREAS

The post holder will become a member of course teams responsible for the effective and efficient organisation and delivery of high-quality teaching programmes.

The post holder will undertake a range of administration duties as well as undertaking teaching duties.

All staff is required to contribute to curriculum and self-development

Duties undertaken by the postholder may include being the lead academic for a designated course(s) and/or course tutor to designated courses, these duties will extend to (but are not limited to) responsibility for:

- Identification and assessing Learners' Needs
- Planning and Designing Learning programmes and sessions that are coherent and aspirational
- Developing Learning programmes and sessions in line with best-recommended practice.
- Delivering Learning and Teaching programmes/activities
- Assessing the Outcome of Learning and Learners' Achievements
- Monitor, Evaluate and improve quality and effectiveness of own practice and learning/teaching programmes and sessions.
- Ensure the effective recruitment, retention and achievement of students.
- Support the development of emerging skills training in MMC, Retrofit and Timber Frame

**Any other duties commensurate with the grade and status of the post.**

## **GENERAL RESPONSIBILITIES**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, chair, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students, and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively, if you wish for any support or assistance with regards to Equality and Diversity, please again contact the above individual.

### **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share the is commitment.



## ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

To progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

## PERSON SPECIFICATION

Job Title: Carpentry and Joinery Lecturer

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE/O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
A minimum of Level 3 in Carpentry and Joinery to a Diploma standard or equivalent.	1	✓	
A minimum of 5 years relevant experience in industry, and can demonstrate up to date expertise through CPD	1	✓	
Assessor qualification (A1, or D32 and 33) or be willing to work toward	1 / 2		✓
Internal Verifier qualification (V1, or D34) or be willing to work toward	1 / 2		✓
Proven track record of teaching learners aged 16+, or evidence of supporting trainees in a workplace	2 / 3	✓	
Experience program leading to meet key performance indicators and improve quality	1 / 2		✓
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent), or willing to work towards**	1/2		✓
Commitment to continuing professional development (which can be evidenced and monitored)		✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1 / 2	✓	

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## PERSON SPECIFICATION

Job Title: Carpentry and Joinery Lecturer

Skills	Assessed by	Essential	Desirable*
Demonstrate the ability to lead teams and support individual and team development.	2, 3	✓	
Ability to effectively communicate to people both face to face and in writing	1, 2, 3	✓	
Ability to work collaboratively within the working environment in order to meet deadlines	2, 3	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	3	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	2, 3	✓	
Suitable to work with young people and vulnerable adults	3	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

\*\*This criteria might be considered at the shortlisting stage.

This job description may be reviewed considering experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: 24/05/2023