

## Job Description

<b>Job Title:</b>	Lecturer in Carpentry and Joinery
<b>Responsible to:</b>	Group Head of Faculty for Construction Crafts
<b>Functional Liaison with:</b>	Programme Lead, Course Teams, Internal and External Verifiers, Employers, Business Development Team, Schools, Assessors, Tutors, and other College and Group staff
<b>Main Purpose:</b>	To deliver high-quality teaching, training, assessment, and learner support across Carpentry and Joinery programmes, including Apprenticeships, full-time and part-time FE provision, T Levels, and other work-based or short-course learning as required. The role ensures learners successfully achieve their qualifications through effective teaching, assessment, progress monitoring, and employer engagement.

### Main Duties and Responsibilities

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- Teach and assess across Carpentry and Joinery programmes, including Apprenticeships, FE courses, T Levels, and related provision.
- Plan, deliver, and evaluate high-quality learning that meets College, awarding body, and employer standards.
- Act as tutor to learner groups, providing academic guidance, pastoral support, and progression advice.
- Develop and maintain schemes of work, lesson plans, learning resources, and assessment materials.
- Embed English, maths, digital skills, safeguarding, equality, and diversity within teaching and learning.
- Manage an agreed caseload of learners, ensuring progress, attendance, retention, and achievement.
- Use initial assessment to design individualised learning programmes aligned to learner and employer needs.
- Develop and maintain Individual Training Plans, e-portfolios, and clear SMART targets.
- Coordinate, monitor, and record on- and off-the-job training and conduct regular tripartite progress reviews.
- Prepare learners for Gateway and End Point Assessment, including mock assessments and professional skills development.
- Track assessment activity, provide timely feedback, maintain accurate records, and produce required reports.
- Contribute to curriculum development, quality improvement, marketing and recruitment activities, staff mentoring, and delivery across College sites.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Vocational qualification in Carpentry and Joinery or a closely related construction discipline.</li> <li>GCSE Grade A*–C (or equivalent) in English and/or Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching qualification (or willingness to work towards).</li> <li>Assessor qualification (A1, TAQA, or equivalent).</li> <li>Degree or higher qualification in a construction-related subject.</li> <li>Coaching or mentoring qualification.</li> <li>Level 2 or above qualification in ICT/Digital Skills.</li> </ul>	<b>I,A,</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Strong vocational knowledge of Carpentry and Joinery and current industry practices.</li> <li>Ability to plan, deliver, and assess high-quality learning for young people and adults.</li> <li>Good IT skills, including use of Microsoft packages and digital learning platforms.</li> <li>Strong organisational, communication, and interpersonal skills.</li> <li>Knowledge of apprenticeship and work-based learning requirements.</li> </ul>		<b>A,I,P</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent and relevant industry experience in Carpentry and Joinery.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching or training within FE, apprenticeships, or work-based learning.</li> <li>Experience of developing learning and assessment resources.</li> <li>Experience of coaching and mentoring learners of different ages and abilities</li> </ul>	<b>A, I</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to engage, motivate, and inspire learners of all ages.</li> <li>Professional approach, acting as a positive role model.</li> <li>Commitment to equality, diversity, safeguarding, and inclusive practice.</li> <li>Ability to work independently, manage workload effectively, and meet deadlines.</li> <li>Flexible approach to meet changing learner and business needs.</li> <li>Willingness to travel across the East of England.</li> </ul>		<b>A, I,</b>

<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend, undertake any training or development as, or when appropriate.</li> <li>• Commitment to continuing personal development through continual professional learning.</li> </ul>		<b>A, I,</b>
-----------------	---	--	--------------

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. Holidays: 52 days holiday, plus bank holidays (pro rata for part time working)
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Teachers Pension TPA.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.



## Lecturing Pay Scales

Scale	Salary Bandings			Scale Points
Early Career Teacher	£29,583			1
	£30,762			2
	£31,956			3
Experienced Teacher		£34,599		4
		£36,906		5
		£38,814		6
		£40,974		7
		£41,964		8
Advanced Teacher			£43,188	9
			£44,313	10
			£45,948	11

To progress onto our Experienced Teacher Scale, you must hold a Level 5 teaching qualification or an equivalent. This ensures you have the advanced knowledge and skills required to excel in the role, support student learning effectively, and contribute to the continuous development of our educational standards. Exceptions to this requirement will be reviewed on a case-by-case basis, considering experience, expertise, and individual circumstances.

## Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.