



The Building Crafts College

**SPECIALIST TUTOR IN WOOD**  
**Part-time**

July 2021

## **Specialist Tutor in Wood (part-time)**

From as soon as possible and no later than September 2021

Please note that this position is being advertised internally in the first instance.

Established in 1893 the Building Crafts College is one of the country's leading independent providers of specialist education and training in the building crafts and building conservation sector and offers apprenticeships, foundation degree courses and skills-based learning to a diverse population of approximately 500 students a year across a range of disciplines including Fine Woodwork, Carpentry, Stonemasonry, Construction, Building Conservation and Heritage. The College works with a range of prestigious companies and organisations including The Royal Opera House, the National Theatre, Canterbury Cathedral, The Canal and River Trust, Blou and TMJ and has prepared students for careers involving the conservation of well-known heritage sites such as The Palace of Westminster, Westminster Abbey, Buckingham Palace, Kensington Palace and The Royal Naval College, Greenwich. In recognition of its work at a national and international level it has enjoyed visits from HRH The Prince of Wales, HRH Princess Anne and HRH The Duke of Gloucester.

Constituted as an educational charity, the College is governed and financially supported by the Worshipful Company of Carpenters. It enjoys a thriving student population and a strong portfolio of employer and business contacts and has the ambition and strength to create a lasting difference in the local communities it serves, and beyond. It relocated to its current site in Stratford, East London, in 2001 and derives its annual income from public and charitable sources along with fees.

As part of a strategy of growth and development the College is now looking to appoint a suitably qualified and experienced Specialist Tutor in Wood to be based at our Kennard Road Campus. Salary will be competitive. The successful candidate should hold a specialist wood qualification or a degree and possibly a teaching qualification and have a record of significant and recognised achievement in Fine Wood Work, joinery and furniture making skills as well as excellent wood machining skills and extensive knowledge of specialist wood machines and their maintenance and upkeep.

Reporting directly to the Head of Fine Wood Work the successful candidate will be a highly skilled practitioner who will have the opportunity to work directly

with a broader team of specialist colleagues. S/he will deliver high level, joinery and furniture making skills to a variety of different students from young learners to career-changers. S/he will carry out, assist and supervise the maintenance of woodworking machinery, equipment and facilitate the running of the workshops. S/he will have responsibility for liaising directly with business partners and for generating new business contacts with a view to increasing student uptake on our Fine Wood Work courses.

To be successful in this role, candidates will also be expected to monitor and track the performance of students and deal effectively with employers. Excellent communication, administration and interpersonal skills together with flexibility and a commitment to working proactively and creatively as part of a team are essential qualities for the role.

Applications with a CV and covering letter addressed to the Principal should be sent as soon as possible and no later than the 19th July.

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment. Successful applicants will be subject to appropriate checks including an enhanced DBS check.

## **THE OPPORTUNITY**

Candidates are invited to apply for the position of Specialist Tutor in Wood with effect from September 2021. This role may involve weekend work and may be offered on a fixed term basis in the first instance. A full job description and person specification can be found below.

## **REMUNERATION**

A competitive salary and benefits package will be provided. This is intended in the first instance as a part-time role but full-time is a distinct possibility. Please note the role may require a commitment at weekends.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should submit a CV, including the details of two referees, and a covering letter of no more than two pages by email to the Principal. The closing date for applications is the w/b 19th July 2021. Interviews will be held during the week commencing Monday 26th July 2021. The Building Crafts College is committed to providing a quality all-round education for its students and to safeguarding and promoting their welfare. Candidates must be prepared to undergo appropriate pre-appointment screening, including an enhanced DBS check and reference checks.

## **Job Description**

### **Specialist Tutor in Wood**

Responsible to: The Head of Fine Wood Work, the CMT and ultimately the Principal

#### **Principal Responsibilities:**

#### **General Responsibilities Related to the Role of Specialist Wood Tutor and Technician**

1. Under the direction of, and in consultation with, the Head of Fine Wood Work to contribute to aspects of the delivery of the Fine Wood Work course, including but not limited to:
  - Delivering course modules
  - Preparing teaching materials
  - Assisting students in the workshops and wood mills
  - Carrying out assessment of practical and theory work
  - Developing course projects
  - Course administration
  - General tutor duties
  
2. Assisting the Fine Wood Work and Bench Joinery teams with the following;
  - Maintenance of woodworking machinery
  - Maintenance of wood mill equipment
  - Ordering of workshop tools and machine tooling
  - Ordering of course materials from suppliers. (e.g. timber and sheet materials)
  - Liaising with machine maintenance and blade sharpening contractors
  - Updating / maintaining workshop equipment and facilities
  - Preparing materials for students
  - Liaising with staff and students with regard to the above

3. To assist with the day-to-day maintenance of specialist machinery and training of staff and students in its safe use.

4. To maintain a high standard of professional commitment.

5. To co-operate and liaise with fellow staff from each department for the good of the students and of the College.

6. To contribute to the overall life of the whole College.

## **Person Specification**

### **Specialist Wood Tutor**

The successful candidate will have the following skills, experience and qualities:

- Proven track record of successful delivery of Fine Wood Work, joinery and furniture making skills
- A record of significant and recognised achievement in Fine Wood Work, joinery and furniture making skills
- Excellent wood machining skills and extensive knowledge of specialist wood machines and their maintenance and upkeep
- Ability to train in the maintenance of specialist wood machinery
- Excellent organisational and planning skills with strong attention to detail and accuracy
- Ability to deal with students at all levels
- Integrity, tact, loyalty and diplomacy
- A flexible, proactive approach to work with the ability to manage multiple tasks and deadlines
- Excellent communication skills and the ability to build relationships with colleagues, parents and apprentices and employers
- Good literacy skills to prepare correspondence and reports and maintain records to a high standard

- Strong IT skills to include MS Outlook, Word and Excel
- An appreciation of College life, ideally in an inner-city FE setting
- Ability to work on own initiative
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues to hit deadlines
- Motivated and have the ability to take the initiative to manage tasks
- Approachable and open manner
- A good sense of humour and positive attitude
- Smart and professional in presentation

The above Person Specification and Job Description are not exhaustive and may be amended from time to time.

July 2021