



The Building Crafts College

**FULL-TIME INDUSTRY-EXPERIENCED TUTORS
IN
BENCH JOINERY AND SITE CARPENTRY**

To include any cover and/or support teaching as
appropriate

August 2021

**Full-time Tutors in the Bench Joinery/Site Carpentry Departments
(to include cover and/or support teaching as appropriate)**

From September 2021

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 **Full-time Tutors in the Bench Joinery/Site Carpentry Departments** (to include cover and/or support teaching as appropriate) to be based predominantly, but not necessarily exclusively, at our Kennard Road site.

The successful candidate should hold appropriate qualifications or a degree and possibly a teaching qualification and have a record of significant

industrial experience and recognised achievement in wood skills teaching including the delivery of Bench Joinery and Carpentry courses as well as extensive knowledge of specialist joinery related machines and their maintenance and upkeep.

Reporting directly to the Senior Managers, the College Management Team and ultimately the Principal, 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 bench joinery and/or site carpentry skills to a variety of different students from young learners to career-changers. S/he will carry out, assist and supervise the maintenance of machinery, equipment and facilitate the running of the workshops. Excellent wood machining skills are required. S/he will have responsibility for liaising directly with business partners, for undertaking site visits and for generating new business contacts with a view to increasing student uptake on our bench joinery and site carpentry courses.

To be successful in this role, candidates should have experience in monitoring and tracking the performance of students – including maintaining tracking sheets and writing reports (Block Reports) - and of dealing 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.

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 **Full-time Tutors in the Bench Joinery/Site Carpentry Departments** to include cover and/or support teaching as appropriate) with effect from September 2021. A full job description and person specification can be found below.

REMUNERATION

A competitive salary and benefits package will be provided. These are full-time roles which may involve some weekend work.

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 addressed to the Principal, and sent to Carly King, PA's Principal, at vacancies@thebcc.ac.uk as soon as possible. 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

Full-time Tutor in the Bench Joinery/Site Carpentry Departments to include cover and/or support teaching as appropriate)

Responsible to: The Senior Managers, the CMT and ultimately the Principal

Principal Responsibilities:

General Responsibilities Related to the Role of Full-time Tutor in the Bench Joinery/Site Carpentry Departments to include cover and/or support teaching as appropriate)

1. Under the direction of, and/or in consultation with, the Senior Managers and other Tutors in Bench Joinery and Site Carpentry to contribute to aspects of the delivery of relevant Bench Joinery and Site Carpentry courses, including but not limited to:
 - Delivering course modules
 - Preparing teaching materials
 - Assisting students in the workshops and on-site as appropriate
 - Carrying out assessment of practical and theory work
 - Maintaining student tracking sheets as required
 - Producing block reports to employers as required
 - Undertaking site visits as required
 - Developing course projects
 - Course administration
 - General tutor duties

2. Assisting the Tutor Team in Bench Joinery and Site Carpentry and, as appropriate, the Tutor Team in Fine Wood Work with the following;
 - Maintenance of tools and machinery
 - Maintenance of Bench Joinery and Carpentry tools and equipment
 - Ordering of tools and Bench Joinery/Carpentry materials/equipment
 - Ordering of course materials from suppliers. (e.g. timber and other relevant materials)

- Liaising with machine maintenance contractors
 - Updating / maintaining workshop 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 Bench Joinery / Site Carpentry machinery and training of staff and students in its safe use.
 4. To provide cover and/or support teaching as appropriate.
 5. To maintain a high standard of professional commitment.
 6. To co-operate and liaise with fellow staff from each department for the good of the students and of the College.
 7. To contribute to the overall life of the whole College.

Person Specification

Full-time Tutor in the Bench Joinery/Site Carpentry Departments to include cover and/or support teaching as appropriate)

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

- Proven track record of successful delivery of Bench Joinery and Site Carpentry skills
- A record of significant and recognised achievement in the application and/or delivery of Bench Joinery and Site Carpentry skills/courses
- Excellent wood machining skills
- Excellent knowledge of specialist machines and their maintenance and upkeep
- Excellent at relating to Work Based Learners/Apprentices with extensive experience on site and in workshops.

- The ability to instruct confidently from level 1 to level 3 NVQ in Site Carpentry and/or Bench Joinery.
- Should hold a current CSCS Gold Card, First Aid certificate, AQA Assessors' Award, current Enhanced DBS.
- Preferably with a recognised teaching qualification.
- A willingness to gain any additional qualifications necessary
- Ability to train in the maintenance of specialist 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.

August 2021