

# Job Information Pack - Lecturer in Carpentry



Thank you for your interest in working at  
Bridgend College.

We hope the information in this pack is  
both informative and inspirational to you.  
Should you have any queries we would be  
happy to help. Please contact us at:

[jobs@bridgend.ac.uk](mailto:jobs@bridgend.ac.uk)

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# Our values

*Be all that you can be.*

We believe that every person has a chance to be the best they can be for themselves and the best they can be for others.

Bridgend College offers you the opportunity to truly achieve excellence.



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# Diversity, Inclusion & Safeguarding

## Equality, Diversity & Inclusion

We are committed to improving representation from all sections of the community and promoting equality of opportunity. We welcome applicants from all backgrounds and communities and in particular, those that are currently under-represented in our workforce, including but not limited to, Black, Asian and ethnic minority candidates, candidates with disabilities, female candidates in STEM, and Welsh speakers. We also seek to support the employment of armed forces.

## We Are Disability Confident

We are recognised as a [Disability Confident Leader](#).

We provide a fully inclusive and accessible recruitment process to help us recruit and retain those with disabilities and health conditions to fulfill their potential and realise their aspirations.

We guarantee to interview anyone with a disability if their application meets the essential criteria for the post.

## Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Bridgend College is committed to safeguarding and promoting the welfare of all students.

Our HR team and Recruiting Managers have undertaken [NSPCC safer recruitment](#) training and we follow safer recruitment processes and procedures.

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# Organisational Overview

## Business Support

Learning Support, Cyfleoedd, Student Services and Wellbeing, Learner Journey, IT, Finance, MIS & Registry, HR, Health, Safety & Sustainability, Marketing, Estates, Catering, Administration

## Engage

Commercial Training, Community College, Part Time Courses



## Day Nursery & Playscheme

Local Nursery for childcare in Bridgend. Open 7am – 6pm Monday to Friday for children aged 6 weeks to 5 years.



## Curriculum

Land Based, Care and Childhood Studies, Science and Engineering, Construction, Creative Arts, Sport, Public Services, Education, Services to People, IT, Skills, ILS

## Work Based Learning

Apprenticeships, NVQs in the workplace, ESF Projects

## Weston House

A Registered Care Home for Younger Adults regulated by the Care Inspectorate Wales (CIW)



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# Lecturer in Carpentry

## Full Time - Permanent

Unqualified: £21,135 - £24,943 per annum (pro rata)

Qualified: £26,910 - £41,597 per annum (pro rata)

**Bridgend College recognises its responsibility to ensure the safety and wellbeing of all students. We apply a rigorous process of checking the suitability of staff and volunteers to work with children and vulnerable adults.**

**This post is subject to a satisfactory Enhanced DBS disclosure for child and adult workforce and registration as a FE Teacher with the Education Workforce Council.**

As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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# Job description for Lecturer in Carpentry

**Job Purpose:** To plan, develop, evaluate and deliver the curriculum content of programmes effectively and efficiently.

## Main Duties

- To prepare and deliver learning programmes in appropriate curriculum areas and to evaluate outcomes.
- To undertake the role of course tutor for groups of students as required.
- To counsel and guide students in their academic work and if necessary (after consultation) to refer students to Student Support Services.
- To prepare and maintain all necessary administrative records including quality control.
- To supervise a work area if required and if appropriate.
- To ensure Internal Verification processes are in place and to verify as required.
- To participate in agreed staff development programmes.
- To assist in the co-ordination of teaching, learning and assessment in the department and with implementing quality systems across the department and cross college.
- To assist in the organisation and control of examinations and assessments.
- Work in conjunction with the Curriculum Area Manager, to liaise as necessary with employers (including work placement) agencies and families.
- To be instrumental in extending and organising our existing provision particularly with partner schools.
- Participate in the recruitment of students, attending open days and contributing to recruitment and marketing materials as necessary.
- Undertake a range of activities that contribute to the management and administration of the programme area, which may include year tutor, module leadership, and timetabling.
- To liaise with other subject tutors within the Department to ensure best practice within the provision.
- To attend co-ordination, evaluation, quality, employer/parents' events and meetings as required.
- To organise and adjust teaching practices to take account of any students with additional needs

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# Person Specification for Lecturer in Carpentry

## Essential criteria

- Educated to a minimum NVQ Level 3 or equivalent standard in Wood Occupations
- Good range of Carpentry skills and knowledge.
- PGCE/Cert Ed (it is a requirement to hold or achieve within 2 years)
- Excellent organisational skills.
- Excellent interpersonal skills with the ability to work harmoniously with learners and staff.
- Excellent communication skills.
- Ability to motivate and inspire learners of all ages and backgrounds
- Demonstrate good IT/digital skills.
- Ability to prioritise, work well without supervision, under pressure and to tight deadlines.
- Ability to maintain excellent records and documentation to internal and external quality standards.
- Have a learner centred approach
- Demonstrate a professional and dedicated approach
- Reliable and demonstrates excellent time management skills

## Desirable criteria

- A1 awards/ TAQA 3 ( assessing qualification) qualification
- Proven record of developing and organising work related materials.
- Knowledge and/or experience of bench joinery.
- Knowledge of curriculum delivery and assessment.
- Experience in delivering a range of subjects.
- A good understanding of relevant issues in FE education.
- Ability to teach up to Level 3.
- Good presentation and skills.
- Ability to use Interactive White Board.

## Other relevant criteria

- Flexible and adaptable, with the ability to work across all College campuses.
- Committed to CPD, College Values and Equality & Diversity
- Empathy and understanding of environmental and sustainable issues.
- Welsh Language Skills to Level 1 or above.

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# Why work with us? Here are some of our staff benefits...

## Generous annual leave entitlement:

- Business Support (28 days)
- Lecturers (46 days)
- Management (37 days)
- Casual hourly paid staff (holiday payment)
- \* Please note this will be pro rata for part time

## Extensive CPD opportunities

- CPD days and events throughout the academic year
- Access to numerous courses via Skillgate
- Teaching support for Lecturers including Teaching & Learning Coaches

## Work at an Award Winning College -

- TES College of the Year 2019 and #24 in the Times Top 100 Organisations to Work For (2020)
- Google Reference College
- Many other prestigious awards!

## Excellent on site facilities

- Free on site parking
- Refectory facilities serving hot and cold food on all campuses & Coffee Shop with Barista style coffee and snacks; Newsagents shop
- InTuition Hair and Beauty Salon on Bridgend Campus
- Seasons' Restaurant on Bridgend Campus
- Livery and kennels on Pencoed Campus
- State of the art STEAM Academy opening September 2021 on Pencoed Campus

## Enrolment into generous pension schemes

- Local Government Pension Scheme (LGPS) for Business Support
- Teachers' Pension for Lecturers

## Access to student discounts

- Use your college email address to access student discounts via NUS, UniDays, Student Beans etc.

## Flexible Working

- Flexible working can be considered if the hours of the post aren't suitable
- We have the potential to look at part time, condensed hours, Term Time Only contracts, job shares, hybrid working and agile working

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# Why work with us? Health & Wellbeing Support...

## Mental Health Support

- We are proud to hold a [Mind Gold Award](#)
- We can organise confidential counselling sessions (face to face or telephone) with Horizons Counselling.
- We can help you to complete Wellness Action Plans to support and promote your mental health and wellbeing at work
- We signed the [Time To Talk pledge](#) - we want everyone who works here to feel they can be open about their mental health, and ask for support if they need it.

## Occupational Health

- We can organise occupational health referrals to identify support and reasonable adjustments that can be put in place to support you in your role

## Employee Assistance Programme

- 24/7 confidential access to Employee Assistance Programme Care First
- Advice on a wide range of topics and access to resources
- 24 hour telephone counselling service

Care first

## Additional support

- Free eye tests for Display Screen Equipment (DSE) users
- In Work Support - fast track physiotherapy & counselling hotline
- Fitness suite, strength and conditioning gym
- Subsidised Leisure membership

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