JOB DESCRIPTION

RUGBY COLLEGE

Post Title: **Instructor Technician in Carpentry & Joinery**

Salary Range: **£30,555 per annum**
(Support Scale Fixed Point 21)

Market forces has been applied to this role due to the limited availability of candidates with the qualifications required for this job post

Contract: **Permanent / Full Time**

Reference: **CS12534**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >

ABOUT RUGBY COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Rugby College** is excellently positioned to respond to growth in motor vehicle, engineering, low carbon and construction sectors. **Powered by WCG, Rugby College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:







WCG Impact Strategic Plan 2025–28 >

BACKGROUND TO THE POST

The appointed person will need to provide practical instruction at relevant industry standards. You will work closely with lecturing teaching staff, including providing practical support, instruction, training, and supervision to students in practical subjects, both on an individual and group basis.

The person will also be responsible for the preparation of materials and the maintenance of resources. You will ensure the carpentry workshop is a safe, efficient, and fully operational learning environment. This includes preparing materials, maintaining all tools and machinery, managing stock, and rigorously upholding all health and safety regulations.

We ensure that provision is learner-focused, which leads to academic excellence, high-quality learning and an outstanding student experience, which reflects the commercial-focused curriculum delivery model and contributes to the achievement of the College's strategic and development plans.

The Construction Department consists of Brickwork, Carpentry and Joinery, Electrical Installation, Mechanical Services, Multi-skills at the Leamington Spa, Moreton Morrell and Rugby Centres. The person appointed will join the Carpentry and Joinery team at Rugby College. The area delivers training on Carpentry and Joinery courses Level 1-3 to Apprenticeships, full and part time.

POSITION IN THE ORGANISATION

The post holder will be a member of the Construction School and join the Carpentry and Joinery delivery team. The post is responsible to the Head of School.

JOB PURPOSE

To carry out training and assessment for learners to include the following tasks:

1. Skills development within a workshop environment.
2. Support candidates to achieve their qualifications.
3. Provide feedback on progress
4. Guide and coach the candidates
5. Assessment of competence to national standards.
6. Maintenance of workshop equipment

MAIN TASKS

- To develop the skills of students within the subject area and provide a high standard of technical support.
- To demonstrate practical skills, methods, techniques.
- Assessing student competence of the practical skill(s) and giving the associated feedback.
- Ensure students can demonstrate skills and behaviours required for the successful completion of the qualification or course and ensure they provide the knowledge that underpins the practical instruction.
- Support training in the demonstration or explanation of skills or behaviours required.
- Utilise prepared Scheme of Work to instruct / prepare sessions.

- Complete relevant assessment paperwork, which can include questioning students to check understanding of the practical task/skill/behaviour.
- To maintain resources and prepare and set up physical materials and equipment To carry out any such maintenance on all tools and workshop equipment.
- To order workshop equipment and materials in conjunction with the team.
- To maintain the unit and equipment to current Health & Safety standards.
- To attend team meetings, open events, college tasters and outside events as required.
- To ensure all students are aware of the Health & Safety guidelines in the workshop
- To attend college delivered 'Teaching Essentials' training

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

LEAVE ENTITLEMENT

The College offers a generous leave entitlement of 38 days leave (includes 25 days leave, 8 statutory Bank Holidays, 4 College closure days at Christmas and an annual Relaxed Day) pro rata for part time.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Rugby College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.

- Discounted part-time and professional courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up
Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	Level 3 in Carpentry studies with a good working knowledge of Joinery and practical experience	•	
	A good general education including GCSE English and Maths grades A to C or equivalent or willing to work towards	•	•
	Evidence of formal structured training in a relevant vocation.	•	•
	Working knowledge of information technology such as e-mail, the internet and other software applications.	•	
	Be flexible with the ability to adapt to changing situations.	•	•
	Excellent administrative and organisational skills.	•	•
	Excellent communication skills, both verbal and written.	•	•
Desirable	Experience of instructing.		•
	Assessment qualifications, Awards, or equivalent.	•	•

Key Experience and Attributes			
Essential	Good time-keeping and time management skills.		•
	Excellent interpersonal skills to work as a team member and to communicate effectively with students and colleagues.		•
	Self-motivated and with an ability to motivate others		•
	Ability to work effectively under pressure.		•
	Enthusiasm and ambition for personal and college development.		•

	A confident personality with initiative, enthusiasm and a friendly and persuasive approach.		•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.		•
	Ability to demonstrate behaviours which support the Core Values of the College.		•
	Ability to demonstrate an understanding and knowledge of Equality & Diversity.		•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting.

The College regrets that it is unable to pay expenses incurred by attendance at interview.