Bishop Auckland College



RECRUITMENT PACK

Trainee Lecturer Coordinator in Bricklaying

For more information, visit our website!

www.bacoll.ac.uk

Why work with us?

Bishop Auckland College group offer a warm, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We support growth and development of our staff through investment in high quality continuous development opportunities, industry updating and individual mentoring.

We know that the success of the BAC Group is built on our focus on inclusion, community and employers, all underpinned by the brilliant work of our exceptional team of dedicated staff.

BAC Group is a great place to work and we hope we have a vacancy to interest you in becoming part of our team!

Staff benefits

Some of our amazing benefits of working within the Bishop Auckland College Group:

- 4.5 day working week, closing at 12 noon on a Friday
- Exceptional annual leave entitlement
  - Teaching staff - 9.8 weeks pro rata
  - Management - 8.4 weeks pro rata
  - Support staff - 7 weeks pro rata, rising to 8 weeks pro rata after 5 years of service
- Easter and Christmas closure
- Annual staff barbeque
- Access to Local Government Pension Scheme and Teachers' Pension Scheme
- Free gym membership for the onsite gym at Bishop Auckland Campus
- Extensive CPD opportunities
- Discount at local businesses
- Free parking at Bishop Auckland College campus and South West Durham Training
- Discounted hair and beauty treatments

Welcome to Bishop Auckland College - a place to grow, inspire and succeed

Thank you for your interest in joining Bishop Auckland College. We are delighted that you are considering becoming part of our dynamic and dedicated team. At Bishop Auckland College, we are more than an educational institution - we are a thriving community committed to making a difference in the lives of our students and the wider region.

At Bishop Auckland College, we believe that education is a powerful force for positive change. Our mission is to create an inclusive and supportive learning environment where students can achieve their full potential. However, this mission would not be possible without the expertise, passion and dedication of our staff. Our people are the foundation upon which our success is built, and we are committed to investing in your professional growth, well-being and career progression.

We take pride in being a College that not only educates but also inspires and empowers individuals. Whether you are a teacher, administrator or specialist in your field, you will find a fulfilling and rewarding career at Bishop Auckland College.

We invite you to explore the opportunities available and take the next step in your professional journey with us. Together, we can make a difference in the lives of our students and the communities we serve.

Join us at Bishop Auckland College - where your future begins.



Shaun Hope, Principal / Chief Executive

Creating positive change through education and learning

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:
Regulated Activity ✓ Specified Place ☐ Opportunity for contact with children ☐
DBS checks required:
Enhanced DBS check ✓ Barred list – Children ✓ Barred list – Adult ✓

Closing date for receipt of applications: Sunday 13 December 2026 at 23:59

Construction

Trainee Lecturer Coordinator in Bricklaying

37 hours per week, permanent position to commence as soon as possible.

Post No.: RS26/27/141

Grade: harmonised pay scale points 23-35 (£29,714.26 - £39,165.85 per annum)

Responsible to: Relevant Director

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: The effective and efficient teaching and coordination of courses within the relevant curriculum area.

Objective of the job: As above

Candidates for the post of **1.0 Lecturer Coordinator in Bricklaying,** must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Certificate in Education (or be willing to work towards within 2 years) A minimum of a Level 3 qualification in a relevant subject. Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy (or willing towards within 2 years) Level 2 in Numeracy (or willing towards within 2 years)	IT qualification Level 2 Equality & Diversity Degree Level 3 Assessors Certificate Level 4 Internal Quality Assurance/Internal Verification QTLS	Application Form Certificates
Experience	3 years' experience of working in the industry. Recent experience of teaching on a range of courses in FE or a training establishment. Recent sustained good or outstanding judgements and lesson observations (or have the	Recent experience of teaching on a range of courses in FE. Experience of using enhanced digital technologies, including AI, to enhance teaching, learning and assessment. Experience of working within a quality system.	Application Form References Interview

	Essential	Desirable	Where identified
	ability to prove this in the interview process)		
Knowledge and skills	Effective interpersonal, communication and liaison skills. Strong organisational/administrative skills. Ability to work as an effective team member.	Knowledge of MS Office software and ability to use packages to produce assessment and teaching materials. Ability to meet deadlines and achieve targets.	Interview References
Personal qualities, attitude and behaviours	Reliability, resilience, flexibility and adaptability. Ability to take initiative. Enthusiasm and commitment.		Interview

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

Our cultural behaviours

Constantly strive to improve…yourself, others and the group
Group over self…do what's right for the group
Pick up the litter…never be too big or too busy to do the things that need to be done
Communicate with kindness and clarity…be positive and constructive
The difference is in the detail…focus on the inputs and the outputs will look after themselves

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

a) Plan, teach and assess on a range of programmes.

b) Be responsible for the student learning outcomes including attendance, punctuality, student progress, achievement and success rates.

c) Setting, recording and reviewing learner target to enable efficient monitoring and tracking of learner progress.

d) Assisting with the identification and swift implementation of interventions needed to provide additional learning support.

e) Assist with the development, delivery and evaluation of a range of teaching programmes.

f) Coordinate and manage learning programmes.

g) Undertake activities relating to student admissions.

h) Be a personal tutor to a group or groups of students.

i) Manage and supervise students on visits/ work placement programmes.

j) Liaise with employers, parents and carers.

k) Participate in the College's Continuous Professional development.

l) Contribute effectively to the College's development and success, in accordance with College objectives, policies and procedures. Working within and implementing the College Quality Assurance System.

m) Be responsible for the health and safety of students, ensuring that clear instructions are given in order to provide a safe learning environment.

n) Undertake such other duties as requested by the Line Manager.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

Last updated: XXX