

# Job Description:

## 0.8 Curriculum Leader in Construction (Carpentry and Joinery Specialism)



## 0.8 Curriculum Leader – Construction

REF: CL0069-824

### The role:

The Curriculum Leader will play a key strategic and operational role in shaping the delivery, coordination, quality assurance and continuous development of Construction programmes across Levels 1 to 3. The portfolio currently includes provision in Carpentry & Joinery, Multi skills, Brick, Plastering, Painting & Decorating and T-Level Design Surveying and Planning, some of which you may be responsible for. The postholder will drive excellence in teaching and learning, support curriculum innovation, and contribute to the broader success of the department and college.

### Responsible to:

The postholder is responsible to the Head of Division - Skills and Trades.

### Key Accountabilities and Responsibilities:

The responsibilities of the Curriculum Leader include, but are not confined to:

#### 1. Recruitment

- Liaise with Admissions to organise interviews.
- Work with course team to interview and select students.
- Enrolment
- Organise induction activities.
- Liaise with Student Records to organise issuing of registers.

#### 2. Course Organisation and Management

- Liaise with the Head of Division in drafting of course time tables.
- Identify course hours.
- Identify course team members.
- Chair course team meetings and produce minutes.
- Work with course team to produce schemes of work.
- Production of assessment schedules
- Identification of additionalities
- Validation of data
- Identify resource requirements.
- Planning extra curricula activities
- Organising parents' evenings
- Monitor with the Head of Division health and safety issues

#### 3. Quality

- Chair and manage the programme quality meetings
- Produce and monitor any action plans
- Monitor progress towards Charter Commitment
- Work with Head of Division to produce the Department Course Reviews and SAR

Maintenance of course port folio  
Organising placements and liaison with placement team

#### 4. Assessment

Production of assessment schedule  
Liaison with exams to ensure all students are registered with the correct awarding body  
Manage the assessment process  
Liaise with the Internal Verifier  
Meet with External Verifiers

#### 5. Curriculum Development

Work with the Head of Division in the development of new courses  
Inform the course team of changes and developments in their curriculum  
Liaise with external agencies

#### 6. Promotion and Marketing

Production and updating of course literature  
Organising taster sessions  
Attendance at promotional events

Lecturer duties and responsibilities are wide ranging. They may include, but are not restricted to the following depending upon the emphasis in any given post:

1. Formal Scheduled Teaching.
2. Ancillary duties emanating from formal scheduled teaching. These include but are not limited to:  
  
Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.
3. Staff development work including the conduct and participation in staff appraisal and in-service training based on an assessment of individual service needs.
4. Timetabled enrolment/admissions/guidance/counselling activities.
5. Attendance at marketing events.
6. Invigilation.
7. Substitutions for absent colleagues.
8. Development and supervision of resource-based learning activities other than officially designated tutor-led activities located in a Learning Resource Centre.

9. One-to-one learner support/tutoring other than programmes which consist entirely of formal portfolio assessment and accreditation activities.
10. Work placement visits as appropriate.
11. Supervision of residentials over and above formal scheduled teaching delivered during residentials.
12. Scheduled activities/tasks associated with the College's Quality Assurance systems.
13. Research and consultancy.
14. Maintain up to date resources.
15. Development of new resources and population of the online learning platforms.
16. Attend relevant staff development
17. Management and administration. This may include:
  - contributing to College administration or the administration of education and training programmes.
  - publicity and public relations.
  - participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students.
  - supervision and appraisal of other members of staff, administration and marketing activities, resource and financial management, quality management and external liaison.
  - preparing statistical returns including retention rates, examination results, student progress placement and destination.
  - participation in student monitoring and reporting and course review and evaluation procedures.
  - participation in quality assurance and control procedures.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

#### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Advanced craft or full Level 3 in Carpentry and Joinery	E	A
A teaching qualification	E	A



Level 2 qualification, or equivalent, in Numeracy and Literacy (or a willingness to undertake and achieve within 2 years).	E	A
Assessor award	E	A
Verifier award	E	A

Experience		
3 years previous experience in related industry	E	A
Minimum of 3 years previous teaching experience in related subject/curriculum area.	E	A
Previous experience of preparing for and dealing with external verifiers	E	A

Knowledge, Skills and Attributes		
A readiness to be flexible in relating to colleagues and the requirements of the post.	E	I
Ability to relate professionally to students of all ages, backgrounds and ability.	E	I
Ability to plan relevant learning programmes effectively.	E	I
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	E	I
Knowledge of trends and developments in the Further Education sector.	D	I
Resourcefulness and imagination in preparing materials for students.	E	I
Capacity to deliver an appropriate range of approaches to learning.	E	I
Proficiency in managing students learning including all aspects of planning, delivery, assessment and feedback.	E	I
Ability to evaluate self and course performance	E	I
Ability to co-ordinate and lead a team	E	I
Possession of relevant, up to date, curriculum knowledge.	E	I
Possession of relevant knowledge and expertise in Information and Learning Technology.	D	I
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the College	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

## Salary:

£37,867.20 per annum

For information, the full-time equivalent is £47,334.00 per annum

## Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 28 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days (274 hours) plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

## Timetable for Appointment:

**Deadline for receipt of applications: Monday 19<sup>th</sup> January 2026 (12:00 noon)**

**Interviews will be held: Monday 26<sup>th</sup> January 2026**

## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

