



Job Description: Lecturer/Performance Coach – Carpentry and Joinery



Lecturer/Performance Coach – Carpentry and Joinery
REF: TRA041-861

The role:

The College is seeking to recruit a Lecturer/Performance Coach within the apprenticeship department. The post involves teaching the Level 2 and Level 3 apprenticeship programmes in Carpentry and Joinery, assessments within the workplace and conducting reviews of progress. The post-holder must hold a Level 3 competency qualification in Carpentry and Joinery whilst also having appropriate recent vocational experience.

The role will involve delivering practical skills in the workshop and theory sessions in the classroom as well as assessing learner progress through their qualifications. The successful candidate will be required to teach level 2 and level 3 carpentry and joinery apprenticeship standards and will assess apprentices in the workplace. The role will include managing the apprentices through to Apprenticeship Assessment.

To find out more about Southport College please visit our website.

Responsible to:

The postholder is responsible to the Apprenticeship Manager.

Key Accountabilities and Responsibilities:

Strategic and Operational Contribution:

- Support the strategic objectives and operational plans of the College.
- Implement initiatives to enhance the effectiveness and efficiency of apprenticeship programs.

Standards and Values:

- Uphold the College's standards, vision, and values in all professional activities.
- Ensure assessment practices align with the College's commitment to excellence.

Performance Indicators:

- Achieve and exceed key performance indicators (KPIs) related to apprenticeship programs.
- Contribute to continuous improvement processes within the College.

External Promotion and Partnerships:

- Actively promote the College to employers, sector bodies, schools, and the local community.
- Develop and maintain effective partnerships with employers, funding agencies, and other relevant bodies.



- Represent the College at external meetings and events to foster strong industry relationships.

Compliance and Frameworks:

- Stay current with the apprenticeship funding framework and ensure all compliance obligations are met.
- Accurately upload and manage all required documentation and reports in accordance with the funding framework.

Safeguarding and Well-being:

- Proactively promote safeguarding practices, equality, diversity, and inclusion (EDI), health and safety, and the well-being of students and staff.
- Implement safeguarding policies and procedures effectively.

Mandatory Training and Professional Development:

- Complete all mandatory training requirements promptly.
- Engage in the College's Professional Development and Review (PDR) Scheme.
- Continuous professional development to enhance skills and knowledge relevant to the role.
- Maintain up-to-date expertise in assessing practice and industry specialism.

Functional Skills Integration:

- Embed Math's, English, and ICT functional skills into all areas of specialism.
- Ensure learners requiring Math's and English functional skills are signposted to appropriate resources and sessions.

Training Delivery:

- Plan, prepare, and deliver training in subject specialist areas within the College or at various offsite venues, including 1:1, small group, class, workshop, and large lecture settings.

Assessment and Review:

- Conduct initial assessment screenings and reviews with learners to ensure appropriate training program placement and progression.

Teaching Materials:

- Develop teaching and learning materials to meet the curriculum framework, enabling relevant, flexible, and successful engagement with employers and learners.

Apprentice Caseload Management:

- Manage a caseload of apprentices, ensuring timely completion within agreed timescales suitable for their level and individual needs.

Programme Management:

- Enrol, induct, teach, train, review, assess, and track learners using standard paperwork and updating IT systems such as OneFile. This includes recording the Individual Learner Journey, setting targets, and tracking attendance.



Information Provision:

- Ensure apprentices and employers receive necessary information on health & safety, equal opportunities, programme content, delivery, and assessment arrangements.
- Co-plan programme delivery and Off-The-Job training hours with the direct manager of the Apprentice, considering the needs of the Apprentice and employer.

Feedback and Progress Reviews:

- Provide comprehensive, detailed assessment and progress review feedback in conjunction with employers to identify learning and progression opportunities.

Apprentice Assessment:

- Assess and teach/train apprentices of all abilities in vocational areas, testing skills and related knowledge either in the workplace or College, involving local or national travel as needed.

Quality Teaching:

- Develop, plan, and deliver quality teaching/training in response to apprentice needs, including marking, supporting portfolio building, and providing feedback.

Teaching Materials Development:

- Design, plan, produce, and adapt a range of effective and engaging teaching, learning, and assessment materials and activities to motivate apprentices, incorporating supportive technologies.

Action Planning:

- Assist apprentices with action planning, evidencing progress and achievements, and support them in using e-learning platforms for skill and knowledge development.

Skill Development:

- Identify and support opportunities for developing learners' English, Maths, and ICT skills both in the program and through workplace activities.

Data Management:

- Maintain effective data on apprentice targets, progression, assessment activities, and achievements from training and assessment activities.

Collaborative Development:

- Work with others to develop engaging and effective teaching/training approaches, making appropriate use of learning technologies.

Coordination:

- Coordinate training and assessment activities in line with agreed block programs and required company visit frequencies.

Efficiency Maximisation:

- Maximise travel and accommodation efficiency to meet budget constraints.



Accurate Information:

- Provide accurate, timely information and advice to learners and employers regarding individual subject specialisms.

Exam Management:

- Manage exam bookings and organisation and invigilate tests as necessary.

Networking:

- Liaise with Assessors, Trainers, Mentors, and employers, building meaningful networks and ensuring they have the necessary information.

Team Participation:

- Participate as a full team member, contributing to the development, promotion, review, and delivery of programmes.

Employer Collaboration:

- Work with employers to develop training programs that meet their bespoke needs as required.

Quality Assurance:

- Participate in quality assurance initiatives, including assessment and verification procedures, contributing to the review and evaluation process for continuous improvement.

Assessment Documentation:

- Ensure accurate recording of assessment decisions and submission of high-quality documentation meeting compliance requirements.

Health and Safety Monitoring:

- Conduct initial and continuous Health and Safety assessments in the workplace, ensuring a safe learning environment for apprentices.

Safeguarding:

- Safeguard learner wellbeing, including reporting child protection matters to the College Designated Safeguarding Team.

Values and Inclusion:

- Embed British Values, Equality, Diversity, Inclusion, and professional behaviours into program delivery and assessment

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
Possession of an advanced qualification in Carpentry and Joinery	E	A
A recognised teaching qualification or willingness to undertake	E	A
Possession of Assessor and Verifier Awards or readiness to undertake in-service training	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	A

Experience		
Minimum of 3 years relevant industry experience	E	A
Previous teaching experience on Construction courses.	E	A/I
Previous experience of managing Apprentices including carrying out reviews, work place visits and taking through to AA	E	A/I

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, background and ability.	E	I
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	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 and a willingness to implement necessary adjustments.	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 Southport Education Group's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I



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

Salary:

£43,980.00 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 35 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days 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 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 and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 3rd July 2026 10:00am

Interviews will be held: Friday 10th July 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

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.

