

**WILLIAMS & CLEAL**  
Furniture by Design

<b>Job Title:</b>  Tutor in Fine Furniture Making	<b>Salary:</b>  To be negotiated
<b>Normal Place of Work:</b>  Williams and Cleal Willett Farm Workshop Willett, Lydeard St Lawrence Taunton Somerset TA4 3QB	<b>Line Manager:</b>  Williams and Cleal School Directors
	<b>Hours:</b>  To be negotiated, 2 - 5 days a week
<b>Role Summary:</b>  The post holder will instruct students across a range tailor made furniture, design and woodworking courses, providing our aspiring designer/makers with the necessary making skills and professionalism to pursue their ambitions.  The position requires a passion and enthusiasm for furniture and teaching, helping the school to continue a legacy of quality craftsmanship.  The post holder will need to be flexible, guiding both full time and part time students. Working as part of a well established team of professionals to manage and teach practical and design skills, demonstrating them in practice through project work and related topical sessions.	

**Role Responsibilities:**

1. To manage and develop the school's range of furniture, design and woodworking courses with dedication to providing the highest standards of teaching available. Ensuring the school's provision meets the needs of all learners.
2. To be responsible for the instruction and delivery of furniture making skills, delivering best practice to our students within the workshop environment, to students of all ages, backgrounds and abilities.
3. Assist students to set challenging targets to aid their learning and skills development.

4. Prepare any relevant teaching documentation or hand-outs needed to support tutorials.
5. To supervise the students in the workshop, ensuring Health and Safety practice is observed and adhered to by the students. To undertake workshop risk assessments if required.
6. To assess, monitor and feedback to the students to facilitate their best achievement.
7. To maintain and monitor all workshop machinery and tools, ensuring that all tools and equipment are safely stored at the end of the teaching day.
8. To keep a photographic record of workshop/school activities which can be used by the office for the school website, newsletter, Instagram and social media accounts.
9. To work with the office co-ordinator to supply general news and content for the Williams and Cleal quarterly newsletter from the furniture school.
10. Although not essential a desirable responsibility would be to manage or have involvement in the furniture school's Facebook, Twitter and Instagram accounts.
11. To meet and greet potential students visiting for a workshop tour, answering any questions they might have regarding the course. To attend open days and taster days held periodically throughout the year.
12. To have the flexibility to work with groups of students of all ages in the workshop and on a one to one basis, using extensive knowledge of your subject area to guide their learning.
13. To identify any resource requirements needed for the workshop or school and feed this back to the office.
14. To undertake other additional general duties related to supporting the workshop as deemed appropriate by the directors.

## Personal Specification

Attributes	Essential	Desirable
Qualifications	A furniture making qualification at level 2 or above	A relevant teaching qualification.
Knowledge	<p>Extensive knowledge of furniture making design and practice.</p> <p>A well developed skill base with expertise and familiarity in a wide range of furniture making techniques.</p> <p>Demonstrate an understanding of the furniture design and making industry.</p>	
Experience	<p>Demonstrate proven relevant experience in teaching within a workshop environment to a wide range of abilities and levels with proven outcomes of teaching.</p> <p>Demonstrate experience of developing resources related to practical sessions.</p> <p>Demonstrate practical experience of workshop management and course leadership.</p>	<p>Demonstrate experience of coordinating student work experience and related employability topics</p> <p>Demonstrate ability to co ordinate and deliver design and theory sessions.</p>
Skills and Qualities	<p>Demonstrate a creative and imaginative approach to learner-centred teaching.</p> <p>Demonstrate an ability to work flexibly as a member of a teaching team to provide quality education to all learners, and to develop and sustain good working relationships with internal and external customers.</p> <p>Demonstrate an ability to deal with small groups and one to one learning.</p> <p>A friendly, fun and relaxed individual with a good sense of humour.</p> <p>The post holder will need to have transport due to our rural location.</p>	