



BUILDING CRAFTS COLLEGE



The Building Crafts College

Tutor

May 2026



BUILDING CRAFTS COLLEGE

Overview of the Vacancy

Established in 1893 the Building Crafts College (BCC) is one of the country's leading independent providers of specialist education and training in the building crafts, construction and conservation sector. We offer apprenticeships and diploma courses to a diverse population of over 400 students a year across a range of disciplines including Bench Joinery, Furniture Making and Design, Site Carpentry, Stonemasonry and Bricklaying. The College works with a range of prestigious companies and organisations including The Royal Opera House, the National Theatre, Canterbury Cathedral and has prepared students for careers involving the conservation of well-known heritage sites such as The Palace of Westminster, Westminster Abbey, Buckingham Palace, Kensington Palace and The Royal Naval College, Greenwich, as well as major construction employers.

Constituted as an educational charity, the College is governed and financially supported by the Worshipful Company of Carpenters. BCC has a thriving student population: young 16-19 learners, apprentices, and adult learners. It also has a strong portfolio of employer and business contacts and has the ambition and strength to create a lasting difference in the local communities it serves, and beyond. It relocated to its current site in Stratford, East London, in 2001 and derives its annual income from public and charitable sources along with fees.

THE OPPORTUNITY

The College is growing fast and we are looking to recruit new subject tutors. We can be flexible with the hours offered and have both full and part time tutors. We put high value on craft and trade skills gained through industry experience and will support new staff to undertake a teaching qualification and be mentored in their teaching practice in the early years of their employment.

We are passionate about the crafts we teach and committed to the learners we serve, we have a strong community ethos at the College and you will quickly get to be on first name terms with both staff and students.

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment. Successful applicants will be subject to appropriate checks including an enhanced DBS check.



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REMUNERATION

A competitive salary is offered. Paid annual leave including bank holidays are taken out of term-time and amount to 13 weeks per year. You will also have access to a generous employer's pension and private health care scheme.

We expect the majority of the Tutor's time will be spent on site at the College but we offer some flexibility so that staff can operate remotely when the need arises and by arrangement.

A full job description and person specification can be found below.

APPLICATION PROCESS

Please send CV and covering letter – strictly no more than 3 pages in total – to Selena Bolingbroke. Principal Selena.bolingbroke@thebcc.ac.uk



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Tutor Job Description

Tutors in:

- **Bench Joinery**
- **Site Carpentry**
- **Furniture Making**
- **Stonemasonry**
- **Bricklaying**

Responsible to: Head of Department

General Responsibilities Related to the Role of Tutor

1. Under the direction of, and/or in consultation with, Head of Department and other Tutors contribute to aspects of the delivery of relevant Diploma/Apprenticeships/Short courses, including but not limited to:
 - Delivering course modules
 - Preparing teaching materials
 - Supporting students in the workshops and on-site as appropriate
 - Carrying out assessment of practical and theory work and providing feedback to students.
 - Maintaining student tracking sheets as required
 - Producing block reports to employers as required
 - Contributing to student feedback for parents' evening
 - Undertaking site visits as required
 - Adhering to course quality assurance and administration
2. Assisting the Tutor Team with the following;
 - Maintenance of tools and machinery
 - Ordering of tools and materials/ equipment
 - Preparing materials for students
3. To provide cover and/or support teaching as appropriate for student groups across the College when required.
4. To be responsible for health and safety in the workshop in relation to your student group and follow agreed health and safety procedures and policies.
5. To maintain a high standard of professional commitment.



BUILDING CRAFTS COLLEGE

6. To co-operate and liaise with fellow staff from each department for the good of the students and of the College.

7. To contribute to the overall life of the whole College.

Other

The above is an outline of the tasks and responsibilities of the role. The Tutor will carry out any other duties as may be reasonably required by the Head of Department. The job description and person specification and any accompanying documentation may be reviewed on an on-going basis in accordance with the changing needs of the College and do not form part of the employment contract.

Child Protection and Safeguarding Policy

You will comply with the College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of students or staff.

Terms and Conditions of Service

The postholder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in any College appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend any statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the postholder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The postholder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.



BUILDING CRAFTS COLLEGE

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.



BUILDING CRAFTS COLLEGE

Person Specification

Tutor in Site Carpentry/Bench Joinery/Bricklaying/Furniture/Stonemasonry to include cover and/or support teaching as appropriate)

The successful candidate will have the following skills, experience and qualities:

- Qualifications in relevant occupational competences – expected to be one level ahead of teaching level or commitment to work towards
- A willingness to gain any additional teaching or occupational qualifications necessary
- Significant industry experience (min.5yrs)
- Demonstrably excellent craft/construction skills
- Excellent organisational and planning skills with strong attention to detail and accuracy
- Ability to deal with students at all levels with integrity, tact, loyalty and diplomacy
- A flexible, proactive approach to work, with the ability to manage multiple tasks and deadlines
- Excellent communication skills and the ability to build relationships with colleagues, parents and apprentices and employers
- Ability to work on own initiative
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues to hit deadlines
- Motivated and have the ability to take the initiative to manage tasks

The above Person Specification and Job Description are not exhaustive and may be amended from time to time.

April 2026