



Role Profile

Role Details			
Role Title	Trainee Carpentry and Joinery Instructor	Section	Training
Division	Training	Report To	Senior Instructor (Joiner)
Grade/Salary	SCP27-30 (£35,273 - £38,742)	Date Completed	February 2025
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p>			
Our Values			
Excellence: to deliver quality in everything we do.			
Honesty: to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.			
Trust: to be trusted by our employees, clients and partners.			
Inclusion: we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.			
Community: to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.			
Ambition: to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs			
Our Vision			
<p>Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.</p>			

Role Summary

As a Trainee Carpentry & Joinery Instructor, you will bring your SCQF Level 6 joinery qualification and practical trade experience, preferably both in domestic and construction site environments into a structured development programme designed to build your capability as an instructor.

A key part of the role will be contributing to the development of our young workforce, as well as wider City Building personnel. You will mentor apprentices by modelling professional behaviours, providing constructive performance feedback, and fostering a positive, inclusive learning environment where all young person can succeed.

You will begin your traineeship through comprehensive job-shadowing, working closely with experienced instructors and on-site assessors to understand delivery methods, portfolio requirements, and the full apprenticeship journey.

You will work with the wider training team, delivering bespoke courses, attending events, and collaborating with various customers. You will participate in team meetings to discuss apprentice/course progress as well as standardisation meetings to ensure compliance with external accreditation bodies

The following courses are a basic requirement for the role however, continual professional development (CPD) is mandatory under Qualifications Scotland (QS) our awarding body.

- Workplace assessments using direct and indirect methods.
- L&D 11 Verifier units within 24 months
- Complete relevant H&S qualifications
- Successfully deliver elements or units of the programme within the first 6 months
- Deliver training to LLP operations within the first 2 years.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Achievement of agreed targets of Traineeship	<ul style="list-style-type: none">– Achieve all mandatory courses and tasks throughout Traineeship within the agreed timescales.
Instructional and Communication	<ul style="list-style-type: none">– Deliver a subject in various ways that enhance the learners experience and talk to various levels of personnel.– Provide clear explanation of complex concepts, be able to break down complicated concepts into understandable components, adapting language to suit different levels of understanding.
Leadership and support	<ul style="list-style-type: none">– Lead by example, providing support and guidance to all apprentices.– Instruct and guide apprentices throughout their apprenticeship.– Our young people experience challenges; it is vital that you have compassion and empathy for each person.
Monitoring and Feedback	<ul style="list-style-type: none">– Monitor apprentices' progress, identifying areas where further assistance is required.– Conduct progress reports for apprentices.– Provide constructive feedback to apprentices on their work, enabling them to improve their understanding and skills.
Health and Safety	<ul style="list-style-type: none">– To conduct work in accordance with the Health and Safety at Work Act 1974.– To ensure that all Health and Safety requirements are adhered.– Report all Incidents and Accidents at the earliest opportunity.– Always ensure a safe working site and wear allocated PPE as required.

Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> – Comply with and implement all City Building Policies and Procedures. – Act ethically and with integrity. – Comply with building standards. – Comply with HASAWA 1974.
General	<ul style="list-style-type: none"> – Attend all Training, Meetings, and Toolbox Talks assigned to your role. – Complete all compulsory GOLD and Safety Media training for your role. – Establish, develop, and maintain effective working relationships with all work colleagues.

Key Behaviours and Competencies

Our Trainee Carpentry and Joinery Instructor will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Ongoing Training and Professional Development	<ul style="list-style-type: none"> – Complete all necessary training. – Be open to mentorship and guidance for improvement from more experience colleagues. – Be open to feedback enabling you to improve teaching practices and refine instructional methods. – Work collaboratively with other instructors and training staff to share knowledge, resources, and best practice.
Trust and Confidentiality	<ul style="list-style-type: none"> – Ensure that any sensitive information is handled confidentially and responsibly. – Build and maintain trust with management, clients, apprentices, and trade operatives by consistently handling confidential matters with professionalism and respect. – Show compassion and empathy as our young people experience challenges.
Ethical and Professional Integrity	<ul style="list-style-type: none"> – Able to demonstrate honesty and transparency in all professional dealings. – Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will bring strong practical carpentry and joinery experience, ideally gained across both domestic and construction environments, and a genuine interest in developing others.

You will be confident working within a learning environment and demonstrate a clear motivation to develop professionally and personally. Effective communication and collaboration skills is essential, as the role requires regular interaction with apprentices, colleagues, and staff across the organisation. The successful candidate will understand the importance of delivering excellent service and representing City Building positively in every interaction.

Requirements

Qualifications/Licence/Certification/Experience level...

Essential

- SCQF Level 6 Carpentry & Joinery
- Driving License

Desirable

- Carpentry & Joinery Advance Craft
- Health & Safety Qualification
- IT skills

Interdependencies

- Training College Staff
- Joiner Apprentices
- Support Services
- All Sections within City Building involved directly or indirectly in the provision of the Apprenticeship Training Program

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will always operate within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.