

Job Description

Post Title: Carpentry/ Woodwork Tutor

Project: Young Lewisham Project

Location: 124 Kilmore Rd, Forest Hill, London

Hours: 9:30AM-2:30PM; Monday to Friday term time only (46 weeks), payment will be annualised

Salary: dependant on experience and qualifications/skills

Contract: Temporary – this post is term time only

About us

The Young Lewisham Project is a registered charity set up in 1979 to provide young people aged 11-18 opportunities to learn a vocational course and gain accreditation in a safe environment. The programmes and workshops are run and managed by a small team of dedicated staff and volunteers.

The Young Lewisham Project collaborates with schools to complement the training available and enhance the student accreditation/qualification success rates.

We provide a wide range of enriching alternative educational training courses at our unique premises, as well as off-site activities, residential trips, after-school and holiday activities.

We are also committed to supporting young people with Special Educational Needs (SEN). Our staff provide tailored one-to-one mentoring, small group sessions and individualised learning plans to ensure that every young person can participate fully and reach their potential. By creating an inclusive and supportive environment, we help SEN learners build confidence, develop key skills, and gain valuable accreditations that prepare them for their future.

Purpose of the Role

To deliver an Open College Network (OCN) accredited training in carpentry and woodwork to young people, ensuring they gain the technical skills, knowledge, and confidence required to achieve recognised qualifications and progress into further training, education, or employment. The tutor will create a safe, supportive, and engaging learning environment that promotes both technical competence and personal development.

The tutor will also provide tailored support for young people with Special Educational Needs (SEN), adapting teaching methods and resources to meet individual learning styles and needs. This includes offering one-to-one guidance, differentiated activities, and additional mentoring where required, to ensure all learners can participate fully, build confidence, and achieve their potential within the workshop.

Key Responsibilities

- Plan, prepare, and deliver accredited carpentry/ woodworking training programmes
- Teach core skills such as: safety practices, introduction to tools, wood basics, cutting techniques, assembly skills, basic plans and reading drawings, simple project builds, etc.
- Embed employability and life skills (teamwork, problem-solving, responsibility, communication) into sessions.

- Ensure all assessment and accreditation requirements are met, including accurate record-keeping and portfolio evidence.
- Ensure a safe workshop environment, following all health and safety standards.
- Maintain tools, equipment, and learning materials.
- Motivate and mentor young people, encouraging positive behaviour and resilience.
- Adapt delivery to meet different learning styles, abilities, and support needs of young people.
- Work with the charity's staff to monitor progress, track outcomes, and celebrate achievements.
- Build positive relationships with external partners (employers, colleges, training providers) where relevant.
- Keep up to date with industry standards, qualifications frameworks, and best practice in vocational education.

Skills & Experience

- Strong knowledge and hands-on experience in carpentry and woodwork (formal qualification desirable but not essential)
- At least 2 years teaching, training, or mentoring experience with young people (formal qualification desirable but not essential).
- Ability to engage young people, including those who may be disadvantaged, at risk, or have additional support needs.
- Good communication, patience, and motivational skills.
- Understanding of safeguarding and commitment to young people's well-being.
- Organisational skills to plan sessions, manage resources, and keep accurate records.
- Flexibility, creativity, and a practical, solution-focused approach.

Personal Qualities

- Passion for working with young people and making a positive difference.
- Enthusiastic, approachable, and able to inspire trust.
- Practical, hands-on mind-set with a focus on safety.
- Respectful, inclusive, and non-judgemental.
- Team player, willing to collaborate with colleagues and partners.

This post is subject to an enhanced DBS check and the candidate will be asked for 2 references

Please complete an application form and return to emma@younglewisham.org.uk, feel free to get in touch for an informal chat to find out more.