**Technical Tutor Demonstrator in Computing**

**Institute of Technology**

**Full time, Permanent**

**£29,896 to £33,884 p.a**

At Nescot, we are recruiting for a Technical Tutor Demonstrator in Computing to who can support students, apprentices and employers whilst using the Institute of Technology.

Nescot has achieved a reputation over the years for being at the forefront of Computing and IT training in the UK. In 2024 The Sussex & Surrey Institute of Technology opened their Nescot campus with cutting edge technology to deliver a range of apprenticeships and higher education courses.

**What we are looking for:**

* Background in using current and emerging digital technologies.
* Interpersonal, motivational, communication and organisation skills.
* A degree/qualification or experience working with industry software and technologies
* Highly organised, flexible and have experience of working within a team.
* A passion for working with all ages, especially young adults and school leavers.
* Open to change and have the skills to manage students, apprentices and equipment effectively
* Have energy and enthusiasm and meet challenges with a positive and flexible approach
* A drive to engage with a number of different employees across a range of sectors

**Duties/responsibilities:**

* Support the computing team across the full range of provision, through preparation of learning resources, delivery of course content, workshops and demonstrations, marking of work, internal verifying, ordering equipment, booking out and maintaining equipment, and organising the facilities within the department
* Undertake a range of coaching and assessing activities
* A commitment to student learning and attainment is essential.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station, Free parking on-site
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | Technical Tutor Demonstrator in Computing |
| **Department:** | Computing: Institute of Technology |
| **Fraction:** | 1.0 FTE |
| **Status:** | Permanent |
| **Grade:** | TD4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |
| **Job Purpose:** | |
| To teach, train and support students, apprentices and employers as well as the Lecturing staff in their practical activities in Computing. To manage and maintain the Institute of Technology and equipment in the department. To provide support and opportunities for students to achieve their maximum potential. | |

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| **Main Duties and Tasks:** |
| * Responsibility for the organisational management and technical maintenance of the Institute of Technology * Supporting students and teachers using the facility for learning and assessment projects. * Procurement of new equipment. * General digital technical support across computing and creative departments * To take responsibility for learners in this area * To work with teaching staff in guiding and supporting student * To assist in providing a stimulating environment * To demonstrate the use of and provide technical support to student, apprentices, staff and employers in regards to the Institute of Technology equipment. * To provide workshops and learning materials for students * To manage Institute of Technology equipment and bookings on a day-to-day basis * To contribute to the maintenance of stock requirements, equipment, and advise on future upgrading of equipment. * To comply with the relevant Health and Safety legislation in connection with your work. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your role as set out in College Policies and Procedures. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To promote learner’s welfare. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and learners. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc used by your class(s). * To support any visit by your Line Manager, an Ofsted Inspector or Senior Member of the College staff during any classes conducted by you. * To be responsible for the conduct of your class and to support and discipline learners within the College Policy and Procedures to maintain an effective learning environment for all (using the support of line managers and cross college facilities where necessary). To report any instances of misconduct, including by a student damaging equipment, furniture or premises, to your Line Manager. * To co-operate with the quality improvement programme within the college as required and participate in the teaching observation programme. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |
| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: Sept 2023  UPDATED BY: HR Date: June 2024 |

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| **Person Specification – Technical Tutor Demonstrator in Computing** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience and or qualifications within the field of computing and digital.  Willingness and commitment to undertake research and personal development in identified areas to be able to help deliver the curriculum  Knowledge of the Health and Safety requirements affecting the area. | A / I  A/I  I | Recent experience of teaching or training  Recent relevant work experience  Experience or knowledge of Programming  Knowledge of solid principles  Experience of building applications | A / I  A/I  I  A/I  A/I |
| **Skills and Abilities** | Good technical knowledge and ability with a variety of computing equipment.    Understanding of processes and techniques in managing a Institute of Technology | I/O  I/O |  |  |

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| **Qualifications** | Qualified at degree level or equivalent in a computing qualification, (Exceptions may be made for someone with a wealth experience)  Willingness and commitment to undertake training for the C & G Award in Education & Training and undergo College teachers toolkit training programme if candidate does not possess recognised teaching qualification | A / I  A | Academic and/or professional qualifications appropriate to the subject area taught  Possess a C & G Award in Education & Training or above recognised teaching qualification | A/I  A/I |
| **Personal Qualities** | Able to evidence good communication skills, both written and oral  Able to evidence ability to work well within a team  Flexibility in working hours – due to the nature of the job some evening or weekend work may be required, for which time off in lieu will be given  Ability to respond to differing learner needs and be proactive to enable them to succeed  Enthusiasm for working with people of all ages, especially young adults and school leavers  Able to evidence organisational and administrative skills  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | A/O  I  I  I  O  I/O  I  I  I  M  I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |