**Plumbing Workshop Tutor Demonstrator**

**Permanent, Full Time**

**£24,355 to £27,019 PA**

**(Depending on skills, qualifications and experience)**

Nescot is recognised as the ‘Employer of the year’ at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.

We are looking to recruit an enthusiastic and outstanding plumbing workshop tutor demonstrator who can make a real contribution to ensuring our learners have a great experience. This would be an ideal post for someone who may be looking into getting into teaching as a first step.

**What we are looking for:**

* Experience and knowledge of the plumbing industry. Qualified to a minimum of Level 2, ideally Level 3
* Organisational skills and health and safety awareness
* Passion for high standards, with excellent communication and interpersonal skills, with a proven record of providing outstanding support and service

**Duties/responsibilities:**

* Handling and movement of materials, as well as maintaining tidy workshop spaces. You will work across a number of plumbing workshops.
* Maintain tools and equipment in plumbing workshops and associated storage areas and get materials ready for practical classes.
* Order and keep stock control and inventory records including risk assessments, COSHH data
* Assist with in class practical demonstrations and/or take lower-level practical classes

**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

Having recently invested over £30 million in our facilities to provide our students with access to the best facilities and equipment.

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. At Nescot, we’re proud of our inclusive culture and we welcome all applications.*



**Job Description**

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| **Position Details:** | |
| **Title:** | Plumbing Workshop Tutor Demonstrator |
| **Department:** | Construction/Plumbing |
| **Fraction:** | 1FTE |
| **Status:** | Permanent |
| **Grade:** | TD 2 10-15 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |

**Functional links with:** Students and Lecturers, staff

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| **Job Purpose:** |
| To set out learning resources and equipment in plumbing workshops, to support practical lessons as directed by the lecturing staff. To maintain tools and equipment whilst complying with Health and Safety at Work and environmental regulations.  To prepare materials and workshop areas ahead of planned activities, to control and maintain material stock levels and report shortages to the head of department in a timely manner to ensure the smooth running of the department. To order materials as required.  To contribute to the safety of staff and students in the workshop and support their learning including carrying out risk assessments and ensuring COSHH data is up to date.  Supporting students in the plumbing workshop during their lessons and assessments as well as taking lower-level practical lessons as required. |
| **Main Duties and Tasks:** |
| * Maintain tools and equipment in plumbing workshops and associated storage areas. * Order and keep stock control and inventory records. * Dispose of materials, whilst following health and safety and environmental rules and regulations. * Prepare resources for practical classes as required by lecturing staff * Cleaning and maintaining the work environment to ensure equipment longevity and workplace safety * Be responsible for the distribution and collection of tools, equipment and materials required for the relevant courses. * Assist with practical demonstrations. * Be responsible for taking lower-level practical classes as required by the department. * Be responsible for the clearance of completed work and the recycling of materials by liaising with lecturing staff at the end of practical sessions. * Carry out planned maintenance of tools, equipment and machinery. * Carry out risk assessments and ensure that COSHH data is up to date and accurate * Report any major defects or repair problems to Head of Department. * Carry out annual equipment audit. * Carry out evening duty as required by Head of Department. * Assist with other departmental work when required. * To participate in and co-operate with the Performance Review programmes to ensure appropriate on-going staff development towards the College’s goals. |
| **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. * Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment. |
| **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. |

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| **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 Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available in every Department and/or from Human Resources. |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37 hours per week, normally worked Monday – Friday * For full time staff annual leave is 27 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. * 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: HOC Date: Dec 24  UPDATED BY: HR Date: DEC 24 |

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| **Person Specification – Plumbing Workshop Tutor Demonstrator** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent relevant industrial work experience  Experience of maintaining tools and equipment used within the plumbing industry  Experience of working in a similar role or working on-site. | A / I  A/I  A/I | Experience of ordering stock and stock control  Experience in leading lower-level practical demonstrations | A / I  A/I |
| **Skills and Abilities** | Ability to work with a wide range of people  Good communication and numeracy skills  Able to competently use plumbing equipment such as a chop saw, cement mixer etc.  Have a good and up to date knowledge of general health and safety practice including manual handling | A  A / I  A  I | Basic IT Skills to support sourcing materials, ordering stock and stock control | A/I |

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| **Qualifications** | GCSE Maths and English or equivalent  A relevant plumbing qualification – Level 2 or higher | | |  | Certificated first Aider/ Willingness to undertake First Aider Training  Level 3 award Teaching qualification | | A  A/I |
| **Personal Qulaities** | Able to work individually and assist others as part of a team  Observe relevant health and safety procedures, including the use of protective clothing and equipment and safe manual handling.  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |