**Tutor Demonstrator in Art and Digital Design**

**Full-Time (37hpw) Permanent**

**£26,831 to £30,643**

*(Salary Dependant on skills, experience and qualifications)*

*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 currently looking for an enthusiastic, dynamic and flexible person to join a team in a growing Art and Design department. You will be required to assist students at Levels 1, 2, 3 and Level 4, working with the art and digital design team across the full range of provision. You will have your own ‘studio time’ session where you will support students in their studies and deliver workshops according to their projects. You will also be responsible in the preparation of art materials, and maintaining the department facilities, ordering materials and supplies, supporting in trip organising, helping with open evenings and meet the tutor evenings.

**What we are looking for:**

You will need a working knowledge of different creative specialisms, experience with Adobe software is advantageous.

Applicants will most likely have a relevant qualification, industry experience or be a practicing artist or designer. You will assist staff in preparing materials for the learning environment, maintaining and organising the facilities within the department. You will also frequently work alongside lecturers, providing workshops and demonstrations for the students.

You will need to be highly organised, have initiative, adaptable and flexible in your approach to work. You will enjoy a challenge, maintaining a studio and ideally have experience of working within a team. You should have a passion for working with people of all ages, especially young adults and school leavers.

You will have a high level of interpersonal, motivational, communication and organisation skills. 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
* Discounted Starbucks, modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

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.

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be on W/C 23rd June 2025**

**Closing date is Wednesday 18th June 2025**

**Job Description**

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| **Position Details:** |
| **Title:** | Tutor Demonstrator/Technician in Art & Design |
| **Department:** | Art and Design |
| **Fraction:** | **1.0 Full Time** |
| **Status:** | **Permanent**  |
| **Grade:** | TD3 |
| **Child/Vulnerable Adult Contact:** | Yes  |

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| **Reporting / Department Details:** |
| **Responsible to:** | Curriculum Manager |
| **Functional links with:** | Learners and Cross college Support areas |

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| **Job Purpose:** |
| To support learners in their practical activities in Art & Design Department. |

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| **Main Duties and Tasks:** |
| * To run ‘Studio Time’ sessions with learners across Level 1-4
* To prepare learning materials and workshops for students to undertake and other teaching materials
* To manage the Art & Design facility on a day-to-day basis
* To take responsibility the upkeep and maintenance of the Art department including ordering and replenishing stock.
* To demonstrate the use of equipment and software to students as appropriate
* To work with teaching staff in guiding and supporting students

 * To assist in providing a stimulating learning environment
* To participate in course team meetings and other meetings as appropriate.
* To maintain stock requirements, equipment and advise on future upgrading of equipment
* 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 participate in staff development, lesson observation and performance review programmes
* To help organise enrichment including trips and in house visits.
* 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 adhere to the College’s quality assurance procedures
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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 ongoing 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).
* 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.
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| **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.
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| **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.
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| **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 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: CM Date: May 25UPDATED BY: HR Date: June 25 |

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| **Person Specification – Technician in Creative Media** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Industry experience and/or practicing artistExperience of associated Art & design software e.g. PhotoShop, InDesign and Illustrator. Knowledge of Health and Safety requirements affecting the subject area.Working within a team | A AI | Background in fashion and textiles or who have used aspects of these in own arts practiceWorking in 3D with sculptural techniques and processesHave experience of working with young people/students.  | A/IA/II |
| **Skills and Abilities** | Skills to deliver the course content to studentsSkills to prepare the learning resources requiredGood organisational and administrative skills.Able to evidence good communication skills, both written and spokenAble to evidence ability to work well independently on own initiative and within a team | A/I/OA/IA/IOI |  |  |

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| **Qualifications** | Qualifications in Art & Design to at least HND or equivalent level.Willingness and commitment to undertake training for the C & G Award in Education & Training and undergo College teacher’s toolkit training programme teaching qualification if candidate does not possess recognised teaching qualification | A / IA | Possess a C & G Award in Education & Training or above recognised teaching qualification  | A |
| **Personal Qualities** | A demonstrable commitment to Equality & Diversity & Nescot valuesCommitment to safeguarding, PREVENT & promoting the welfare of learners.The required health and physical capability to carry out relevant tutor demonstrator activities after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010.Commitment to continuing professional developmentCommitment to sustainability & energy management | I/A/OI/A/OMII/A/O |  |  |

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