



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

### **School of Green Skills, Innovation & Trades**

The school of GSIT has two main departments, each managed by a curriculum manager. The school delivers courses from Entry Level to Level Three and supports the College University Centre in the delivery of higher qualifications in Engineering and Construction. The schools also support the apprenticeship department by facilitating apprentices infilling into some of the existing courses. The school is very proud of having for two years running the kitemark award of Mayer's Academy of Construction (MCA).

## **JOB DESCRIPTION**

<b>Post:</b>	Tutor Demonstrator - Plumbing
<b>Reports to:</b>	Curriculum Team Leader
<b>Hours of work:</b>	35 hours / 52 weeks
<b>FTE Salary:</b>	£28,356.64 per annum (FTE)
<b>Placement:</b>	Permanent

### **Overall Purpose Scope:**

In conjunction with academic staff and the Academic Leader provide an appropriate and efficient level of support, enabling the operation of a professional and effective learning environment and optimising assessment opportunities for students studying in the workshop area. Ensuring correct and safe use, storage, maintenance and loan of equipment, machinery and materials relevant to their designated course. Responsibilities also include, maintaining and operating a high-quality resource provision in addition to assisting the work of both students and staff in the workshop and delivering high quality teaching and learning. This may involve support for more than one workshop.

### **Main Duties and Responsibilities:**

1. Provide assistance to academic staff in the preparation for, delivery and clearing after practical sessions, ensuring relevant equipment and materials are available to meet timetable commitments.
2. Support delivery through the production of student work in a technical / demonstration / teaching capacity to students and to staff across the College as required.
3. Support delivery through assessment of students' competence to awarding body standards and assist in the receiving and recording of student work as required.
4. Plan and carry out a programme of induction, demonstration and general instruction on the safe and effective use of all equipment, machinery and materials. This will include assessing students' competence and approving their use of certain machinery or equipment.
5. Monitor health and safety standards and maintain up to date records. This will include conducting relevant health and safety assessments, e.g. COSHH or risk assessments under the direction of the Academic Leader and as advised by the Health and Safety Manager.
6. Ensure the reporting of accidents and near misses in the workshop as appropriate.

7. Ensure all necessary maintenance procedures for equipment and materials are carried out regularly and that any faults are diagnosed quickly and appropriate action is taken.
8. Ensure all equipment and materials are stored correctly and safely when not in use and that all necessary cleaning and dismantling of equipment is carried out prior to storage.
9. Ensure stock levels are maintained, and follow stock ordering procedures to prevent over ordering, shortages and delays in the availability of equipment and materials.
10. Track relevant budget levels as directed by the line manager, and ensure budget control within agreed spending limits.
11. Ensure effective and efficient organisation and maintenance of relevant workshop environments in order to meet changing curriculum requirements.
12. Participate in curriculum planning and quality monitoring activities as part of the course / programme team to ensure effective development and delivery of the course / programme.
13. Participate in the Department's internal and external liaisons, promotional and income generation activities by supporting the operation of short courses and commercial projects.
14. Ensure other members of the team have information to cover effectively for use in your absence.
15. Keep up to date with developments in the curriculum, including the use of new technologies, materials and processes relevant to the area of study and inform appropriate colleagues.
16. Undertake teaching, if appropriate, to the area of learning.
17. The duties of the post are normally confined to the hours of 8.30am to 5:00pm Monday to Friday. The College is, however, open to clients on the basis of a three-session day and operational needs may require the post holder to undertake evening work, within a 35-hour week, and weekend work when requested by the Academic Leader.

## General Duties

The postholder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual corporate targets within the College's annual planning and staff performance review process and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Actively promote the values of the College; learner focus, responsibility, integrity, collaboration and respect
- Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding, Data Protection and Health and Safety policies and procedures and to undertake recommended training as when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>A. Minimum Level 3 qualification in a relevant discipline.</p> <p>B. Possess a health and safety qualification or equivalent experience of working safely in</p>	<p>A. Hold an appropriate assessor qualification or willingness to undertake training.</p>

	<p>the workshop environment.</p> <p>C. Literacy, numeracy at level 2 or above.</p>	
<b>Experience</b>	<p>B. Evidence of recent and relevant industrial experience.</p> <p>C. Experience of delivering to objectives and targets.</p> <p>D. Good workshop management experience in order to maintain a safe and appropriate teaching and working environment.</p> <p>E. Able to carry out basic maintenance routines on relevant equipment.</p> <p>F. Experience of carrying out and maintaining risk assessments.</p> <p>G. Experience of effective of stock control of materials, supervising equipment and compliance with financial and budgetary requirements.</p>	
<b>Skills &amp; Attributes</b>	<p>H. Ability to demonstrate current skills and knowledge.</p> <p>I. Good working attitudes of behavior, relationship-building, and teamwork.</p> <p>J. A willingness to actively promote policies to enable the College to achieve excellence in equality and diversity practice.</p> <p>K. An understanding and commitment to safeguarding.</p> <p>L. An understanding of Health and Safety regulations, codes of practice and their implementation.</p> <p>M. Good communication skills, including the ability to positively influence learners.</p>	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### **Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and

young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

### **Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

### **Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group. Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Application Closing Date: 06 October 2024**

**Interview / Selection Date: Week Commencing 08 October 2024**





Croydon  
College



**COULSDON**  
SIXTH FORM COLLEGE



**Croydon**  
**University**  
**Centre**



Investors  
in Diversity

Achieved.  
Valid Until  
August 2025

**PROUD TO BE  
FREDIE**