

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

A ACCOUNTABILITY

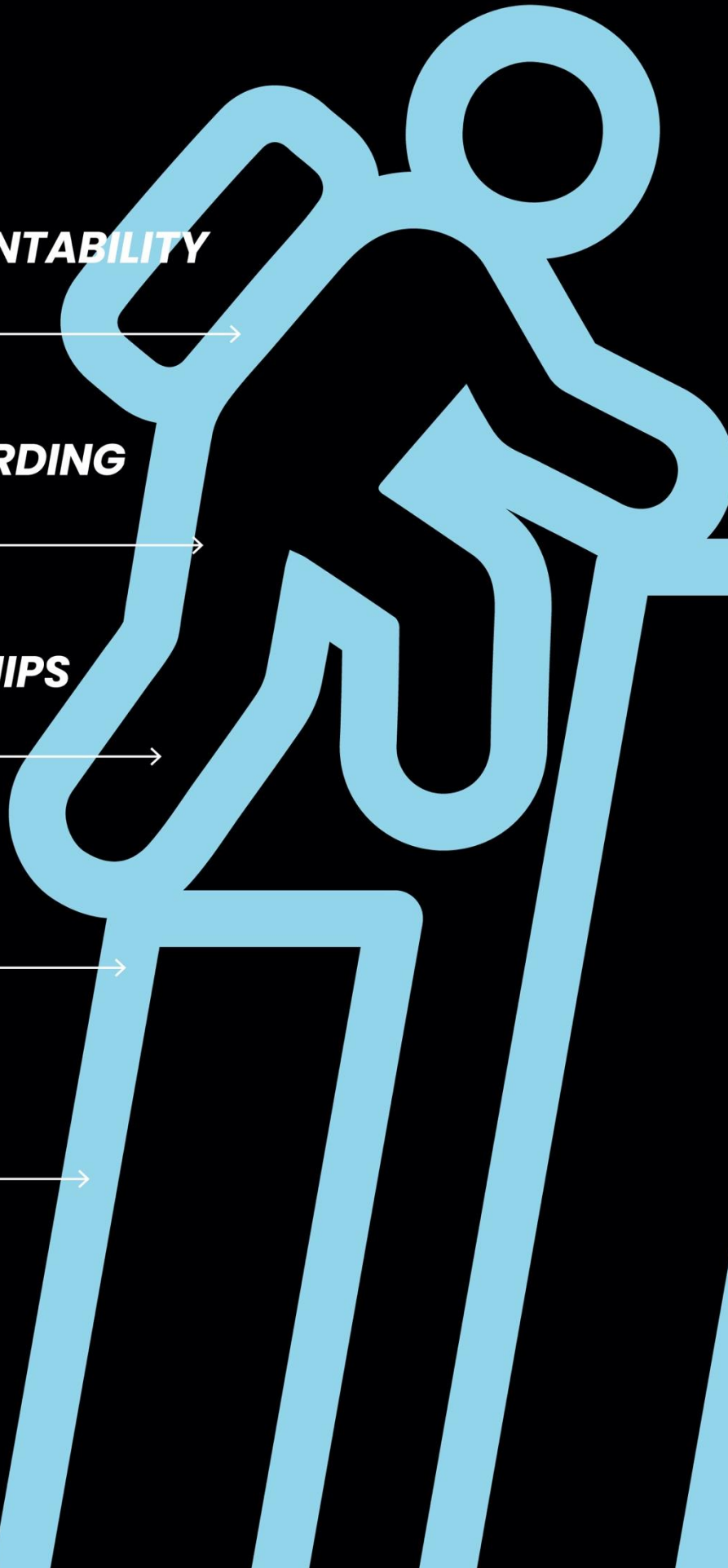
S SAFEGUARDING

P PARTNERSHIPS

I INCLUSION

R RESPECT

E EXCELLENCE



JOB DESCRIPTION

Job Title	Plumbing Instructor
Grade	Support Grade E01-E02
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Plumbing
Accountable to	Curriculum Manager

JOB PURPOSE

The role would involve the maintenance of the Plumbing workshops to ensure there is a safe, positive and well resourced learning environment for all aspects of practical curriculum delivery, including EPA delivery planning and delivery for the practical components. The role would also involve supporting the delivery staff by running practical sessions for students in FE and Apprenticeship programs.

KEY RESULT AREAS

1. Prepare, adapt, organise and maintain learning resources and equipment.
2. Set up the learning environment and undertake the day to day maintenance and repair of equipment.
3. Carry out regular checks on all machinery and tools to ensure they are of the highest standard
4. Liaise with Health and Safety to ensure a safe working environment is upheld at all times
5. Liaise with the delivery team and assessors to ensure the workshop environment is conducive to learning
6. Instruct students to support their progression through the practical elements of their qualifications

GENERAL RESPONSIBILITIES

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Plumbing Instructor

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Level 3 qualification in a Plumbing subject	1	✓	
ICT knowledge including Office 365 and Teams	1		✓
Recent experience of working within a training facility	1 / 2		✓
A working knowledge of tools, machinery and equipment used in workshops within the Plumbing and Domestic Heating industry including resource management	2 / 3	✓	
Recent experience of collaborating in a team to meet key performance indicators	1 / 2	✓	
Proven recent and relevant track record of working as part of a collaborative team to meet key performance indicators.	1/2	✓	
Commitment to continuing professional development (which can be evidenced)	1/2	✓	
Hold an appropriate teaching qualification or be working towards	1/2		✓
Proven track record of teaching learners aged 16+	1/2		✓

Proven track record of relevant professional/vocational experience (minimum of 3 years)	1/2	✓	
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PERSON SPECIFICATION

Job Title: Plumbing Instructor

Skills	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1 / 2	✓	
Demonstrate the ability to work effectively with others.	2 / 3	✓	
A commitment to resolving problems and to improving own performance	2 / 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	2	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2 / 3	✓	
Suitable to work with young people and vulnerable groups	1 / 3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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