

DN COLLEGES GROUP

Ambition	To achieve the highest standards
Support	A caring, safe and inclusive environment
Partnership	Collaborative working to achieve shared goals
Innovation	We use our initiative and are agile in finding creative solutions
Responsibility	We take individual and collective responsibility
Equality	We work with integrity and are open, honest and respectful of each other

Job Title: Plumbing & Gas Trainer/Assessor

Salary: £33,787 - £42,766 per annum Grade 5

Curriculum Area/Department: Construction - Plumbing

Responsible To: Curriculum Performance Manager

Job Purpose:

DN Colleges Group is working in partnership with employers to deliver their apprentice and Full-time provisions in plumbing programmes. The post holder will support this provision by means of internally verifying work from students that has been assessed by the tutors and/or assessors of these qualifications in preparation for the awarding bodies EQA to justify claims/certificates.

Job Duties and Responsibilities:

You may be required to undertake any of the duties described below:

- 1.** To engage with employers as required. This may involve marketing activities such as business development including developing relationships with employers, promoting our training and development offer, and helping employers decide what provision meets their needs to maximise opportunities for referrals to our provision and opportunities for students/learners including placements and progression.
- 2.** To provide appropriate pre and on-course guidance to support learners through to successful completion (and potential progression). This may include completing interviews and ensuring appropriate placement onto programmes.
- 3.** To undertake all necessary planning, preparation and assessment to ensure effective and efficient teaching delivery, adhering to College policies and procedures, funding requirements and external body requirements.
- 4.** To ensure learners are enrolled, managed, supported and learning programmes organised in line with College, employer, funding and awarding body requirements
- 5.** To develop and deliver subjects at levels appropriate to your qualifications and experience at any location where the College conducts its business for individuals and/or groups of learners. This includes classroom/workshop delivery, tutorial work, outreach, residential, distance learning, events and e-learning programmes.
- 6.** To undertake reviews, assessment and verification tasks as required for subjects at levels appropriate to your qualifications and experience to enable the timely completion and claiming of achievements in line with College, awarding bodies and funding requirements.

7. To undertake all necessary administrative tasks associated with learner registration, attendance, record keeping and reporting in a timely and appropriate manner adhering to College policies and procedures, funding requirements and external body requirements.
8. To ensure that College policies and procedures are abided to, including quality assurance policies and procedures, to satisfy internal and external requirements.
9. To be a member of relevant team(s), attend team meetings and contribute to quality assurance systems and procedures including course review and evaluation and self assessment.
10. To contribute to appropriate curriculum development initiatives, evaluation of courses and course materials, and preparation of submissions.
11. To participate in staff performance appraisal and review and undertake CPD based on identified individual needs.
12. To work effectively with internal and external stakeholders in planning and delivering College provision.
13. To ensure personal performance supports the achievement of recruitment and other performance targets including those associated with external projects.
14. **To undertake all other duties considered commensurate with the level of this post.**

Professional Development

To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.

To actively participate in any scheme of regular performance review and appraisal adopted by the College Group.

Additional Duties

Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.

Commit and adhere to the organisational **Equality and Diversity, Health and Safety, Safeguarding** and other policies, processes, values and objectives.

Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances.

Person Specification

JOB TITLE : Trainer Assessor Plumbing			POST NO: OP1940	RESPONSIBLE TO	Curriculum Leader		
DIRECTORATE :		Construction Apprenticeships		RESPONSIBLE FOR	Students		
SPECIFIC ATTRIBUTES		No	ESSENTIAL CRITERIA	HOW MEASURED	No	DESIRABLE CRITERIA	HOW MEASURED
A	Education and Qualifications	1 2 3	Level 3 Plumbing and Heating A1 and V1 Awards GCSE English / Maths at grade C or above or equivalent		4	Teaching/Training Qualification and teaching experience	
B	Work Experience	1	Relevant industrial experience		3 4 5	An understanding of the effective delivery of apprenticeship frameworks Experience of working with programmes to meet employers needs Experience of Gas installation	
C	Specific Skills, Aptitudes and Knowledge	1 2 3 4 5 6 7 8 9 10 11	A thorough understanding of quality assurance processes Ability to motivate and inspire apprentices Computer literate A commitment to equality of opportunity Good communication skills (oral and written) Good interpersonal skills and organisation skills Demonstrates high standards and high aspirations Ability to develop teams, work collaboratively and in partnership The ability to operate in a dynamic changeable climate Proven organisational and administrative skills Evidence of continued professional development				
D	Personal Qualities	1 2 3	A willingness to act innovatively, flexibly and creatively in order to respond to opportunities, problems and identified needs Commitment towards developing an open, honest and respectful culture Willingness to take individual responsibility				
E	Other Related Experience						
MANAGER COMPLETING PERSON SPECIFICATION:				Mark Hornsby			DATE: May 2026

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SUMMARY OF TERMS AND CONDITIONS (INCLUDING REMUNERATION)

Perm/Temp	Permanent
Grade and Salary	£33,787 - £42,766 per annum Grade 5
Hours	35.5 per week
Part-time working	Optime Support Ltd is prepared to consider applications for a fraction of the hours advertised. Most posts are suitable for job share, joint applications are welcome. However, applicants who want part-time work but have no job share partner are encouraged to apply as Optime Support Ltd can usually make adjustments to accommodate different working arrangements.
Flexible working	Employees are expected to be flexible, hours of work can be subject to averaging. DNCG sites are open during the evening and at weekends to a limited extent. The specific details applicable to this post will be discussed at interview.
Annual Holiday	30 bookable days Plus 8 public holidays Plus two weeks at Christmas
Level of Disclosure for this post	Enhanced.
Costs incurred as a result of employment	All reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc.) are reimbursed provided that approval, was obtained in advance. Claims (supported by receipts) are submitted on a monthly basis (more often if appropriate) for processing.
Smoking	The College has designated smoking areas on site.
Uniform	Employees are expected to wear a uniform if one is provided.
Pension	Optime Support Ltd offers a group personal pension scheme.
Health Scheme	Employees of Optime Support Ltd may join the Health Scheme.
Union	Employees may join a Trade Union. The Group recognises Unison/UCU/NEU.