The Loughborough College Group
Job Description

1. Job Details

Job Title:	Lecturer in Electrical Installation
Department:	Apprenticeships
Reporting To:	Curriculum Head
Hay Grade:	G4
Salary:	£37,450 - £43,280 Per Annum
Date of Job Evaluation:	November 2026
Date:	November 2026

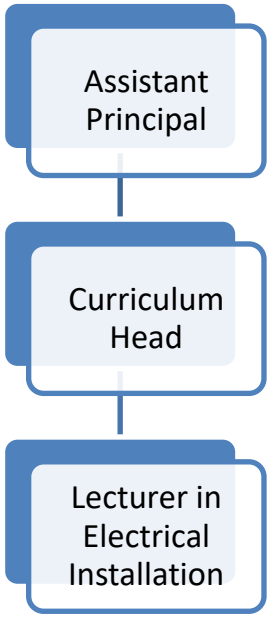
2. Job Purpose

To deliver high-quality and industry-relevant training and assessment to Electrical Installation apprentices, within both theoretical and practical settings, which is aligned to the Level 3 Electrical Installation apprenticeship qualification. The role also includes overseeing a caseload of apprentices and working closely with both them and their employers to ensure they progress and achieve in line with their agreed training plan line milestones and outcomes.

3. Dimensions

Not Applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Plan, prepare and deliver high-quality theoretical and practical teaching, learning and assessment aligned to the Electrical apprenticeship standard specification.
- Develop engaging, inclusive learning activities and resources that accommodate individual learning needs and promote the acquisition of occupational knowledge, skills and behaviours.
- Plan and prepare schemes of work, session plans, assessment plans and resources.
- Undertake effective formative and summative assessment activities, providing constructive feedback and clear improvement targets to support apprentice achievement and progression.
- Ensure high standards of workshop safety, safe working practices and appropriate use of equipment, resources and facilities during practical training.
- Take responsibility for a caseload of Electrical Installation Apprentices, ensuring their timely completion.
- Actively engage in all relevant on-boarding and enrolment processes for apprentices, in line with college systems and processes.
- To undertake both face-to-face and remote apprentices progress reviews with apprentices and their employers/workplace mentors, in line with apprenticeship programme requirements, for example;

reviewing progress, setting SMART targets, swift intervention, recording off-the-job training, identifying additional support needs and in-year reporting on progress tracking and monitoring.

- Use information on apprentices starting points, such as; initial assessment, skills scans, prior learning and experience, and learning support needs, to plan inclusive training, learning and assessment activities.
- Ensure course material and training reflect best practice and contribute to the quality of provision as measured by retention, attendance, timely achievement, in year progress and high grades.
- Provide insightful and constructive feedback on apprentices' work and assignments, liaising with employers or workplace mentors where required.
- Prepare learners effectively for a range of formative and summative assessment, including their End Point Assessment.
- Liaise with key stakeholders including; Curriculum delivery staff, Functional Skills tutors, curriculum head in regard to apprentices' progress and attendance, to ensure success across all elements of apprenticeship programme.
- To actively contribute to the promotion of all aspects of apprentices' welfare, participation and development.
- Contribute to and participate in the assessment, moderation process and quality assurance procedures for all associated programmes and courses, including Internal Verification to the prescribed standards.
- Ensure quality systems are adhered to and contribute to the review and evaluation process including programme standardisation, quality audits, course review and self-assessment activities, in order to ensure year on year improvements.
- Assist with and undertake employer and learner questionnaires or surveys and feedback to improve the quality of training as appropriate.
- To comply with best practice administrative and quality assurance systems.
- To undertake appropriate staff development, CPD and training, including; the maintenance and updating of specialist skills.
- Support and mentor new and trainee members of staff, as and when required.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum head and wider college management.
- Be prepared to deliver training flexibly including during unsociable hours and at locations throughout the region.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Results Areas

Action	Result
Plan, prepare and undertake high quality off-the-job training and assessment activities.	To achieve exceptional outcomes for apprentices.
To manage a caseload of Apprentices from recruitment to successful timely completion.	To ensure apprentices achieve the highest possible EPA grades in a timely manner.
Lead on development of assessments/assessment strategies and give high quality feedback.	To ensure apprentices can meet their targets and progress.
To participate in moderation and internal verification.	To ensure Awarding Organisation criteria are met and academic standards maintained.
To support quality assurance and quality improvement.	To ensure Awarding Organisation requirements and College KPIs are met.
Participate in staff development opportunities and mandatory training.	To ensure training, learning and assessment is up to date and maintained to the highest standards.

8. Key Working Relationships and Communications

Internal: Head, Assistant Principal - Apprenticeships, departmental colleagues, administration staff, business development and support services staff.

External: Apprentices, Employers, Awarding Bodies, Professional Industry Bodies, Regulatory Bodies

9. Scope for Impact

Not Applicable

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant vocational qualification at level 3 or above	•		Application/ Certificates
2.	Possess or be willing to work towards a level 3 teaching and assessing qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
4.	Possess IQA or equivalent qualification		•	Certificates
EXPERIENCE				
5.	Extensive industry experience within the Electrical Installation/Maintenance sector	•		Application/ Interview
6.	Experience of supporting and managing diverse groups of learners	•		Application/ Interview
7.	Proven experience of motivating learners to achieve excellent results	•		Interview
8.	Experience contextualising and embedding learning to meet specific learning needs	•		Application/ Interview
9.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
10.	Experience of training and assessing in an educational institution	•		Application/ Interview
SKILLS & KNOWLEDGE				
11.	Excellent training, learning and assessment skills	•		Interview
12.	Knowledge of a range of training, learning and assessment methodologies and the ability to utilise these effectively within a vocational context	•		Interview
13.	Work flexibly and to deadlines	•		Interview
14.	Excellent planning, administration and organisational skills	•		Interview
15.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
16.	Work independently and as a part of a cross-curricular team	•		Interview
17.	Provide clear feedback to students and key staff	•		Interview
18.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
19.	Ability and interest to keep up with developments in the industry sector	•		Interview
20.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
21.	Comply with professional standards at work	•		Interview
22.	Show commitment to the improvement and maintenance of standards	•		Interview

23.	Promote the College's equal opportunities policy and practices	•		Interview
24.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.

3. This job description and person specification was prepared in November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	