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: **Mechatronics Trainer Assessor**

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

Curriculum Area/Department: **Engineering Apprenticeships- Mechatronics**

Responsible To: **Curriculum Lead for Engineering Apprenticeships**

Job Purpose:

DN Colleges Group is working in partnership with employers to deliver their apprentice provisions in the mechatronics standard. The post holder will support this provision by teaching and assessing elements of the mechatronics standard. The role is to deliver high quality theoretical and practical instruction for mechatronics apprentices. The post holder will guide learners through their qualifications, conducting assessments both in the college workshop, classrooms and at employer work sites to ensure the apprentice is industry ready and competent.

Job Duties and Responsibilities:

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

1. To engage with employers, which involves marketing activities such as business development, building and developing relationships with employers, promoting our training and development offer, helping employers decide what provision meets their needs to maximise opportunities.

2. To provide appropriate pre and on-course guidance to support apprentices through to successful completion (and potential progression on to HNC).

3. To undertake all necessary planning, preparation and assessment, ensuring effective and efficient teaching delivery which adhers to the college policies and procedures, funding requirements and external body requirements.

4. To ensure apprentices 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, primarily Level 3. This will be at any location where the college conducts its business for individuals and/or groups of apprentices. This includes classroom/workshop delivery, tutorial work, events and e-learning programmes.

6. To undertake reviews, assessment and internal verification tasks that are subject specific and at a level appropriate to your qualifications and experience which will enable the timely completion and claiming of achievements in line with college, awarding bodies and funding requirements. The successful candidate will need to conduct formative and summative assessments of apprentice's work. Visits to apprentices in their workplaces will be required to assess their skills, knowledge and behaviors against their relevant standard.

7. To undertake all necessary administrative tasks associated with apprentice 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 attend team meetings and standardisation meetings, be willing to keep their continous professional development (CPD) up to date, attending training courses in their specialism and the curriculum that is affiliated to their area. 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. Plan and deliver engaging lessons covering Electrical, mechanical or a mixture of both. The candidate must update and maintain learning materials, lesson and lesson hand outs to align with current industry standards and awarding body requirements.

11. To participate in staff performance appraisal, reviews and one to one meeting.

12. To work effectively with internal and external stakeholders in planning and delivering college provision.

13. 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 Mechatronics				**POST NO:**	**RESPONSIBLE TO**	Curriculum Leader	
DIRECTORATE :			**Engineering Apprenticeships**		**RESPONSIBLE FOR**	Apprentices	
SPECIFIC ATTRIBUTES		**No**	**ESSENTIAL CRITERIA**	**HOW MEASURED**	**No**	**DESIRABLE CRITERIA**	**HOW MEASURED**
A	**Education and Qualifications**	1 2 3 4	Level 3 in Maintenance or fitting in either Mechanical, Electrical engineering or be duel trained. A1 and V1 Awards GCSE English / Maths at grade C/5 or above or equivalent Trade Quals at Level 3		5	Teaching/Training Qualification and teaching experience	
B	**Work Experience**	1 2	Relevant industrial experience Carry out practical tasks in the workshop to Level 3 in electrical or mechanical or both.		3 4 5	An understanding of the effective delivery of apprenticeship frameworks Experience of working with programmes to meet employers' needs Minimum of 5 years work experience in Electrical engineering/Mechanical Engineering or dual roles experience.	
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 Respectful to employers and apprentices				

E	**Other Related Expereience**							
MANAGER COMPLETING PERSON SPECIFICATION:				Nathan Musson			**DATE:**	January 2026

DN COLLEGES GROUP

SUMMARY OF TERMS AND CONDITIONS
(INCLUDING REMUNERATION)

Perm/Temp	Permanent
Grade and Salary	£32,488 - £41,122 per annum Grade 5 TBC
Hours	35.5 per week
Part-time working	Most posts are suitable for job share; joint applications are welcome.
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	TBC
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	TBC
Health Scheme	TBC
Union	Employees may join a Trade Union. The Group recognises Unison/UCU/NEU.