

The Leicestershire College

Job Description

1. Job Details

Job Title:	Trainer Assessor Automation and Controls in Engineering
Department:	Apprenticeships
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 3
Hay Grade:	G4
Salary:	£33,011 - £38,690 Per Annum
Date of Job Evaluation:	April 2024
Date:	July 2026

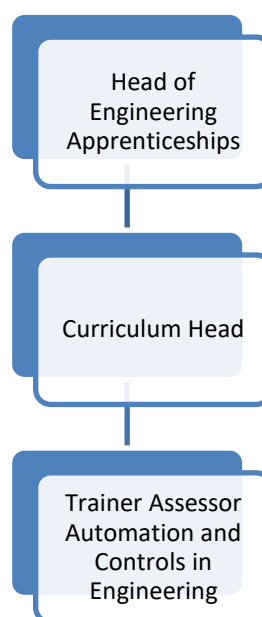
2. Job Purpose

To deliver motivating and inspiring training, learning and assessment as appropriate, on and off site as required to facilitate timely or relevant success of learners and provide a wide range of training solutions based on employer and learner needs. This role will make a considerable contribution to the College's aim to provide outstanding quality and responsiveness in training, learning and assessment in this subject area.

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

- Take responsibility for a caseload of Automation and Controls Engineering Apprentices ensuring timely completion within agreed timescales appropriate for level and individual needs.
- To deliver motivating and inspiring training, learning and assessment in the workplace or on college premises for groups of learners or individual learners in appropriate disciplines.
- Complete the enrolment process; sign up of learners and completion of all enrolment documentation; provision of Information, Advice and Guidance (IAG) for learners and employers.
- At commencement of the programme work with employers and apprentices to agree and record in each learners Individual Learning Plan; a training plan, clear milestones and targets to enable all components of the training programme to be monitored and reviewed on an ongoing basis.
- Use information on learners starting points, such as: initial assessment, prior learning and experience, and learning support needs, to plan training, learning and assessment.

- To hold progress reviews with learners and workplace mentors in line with programme requirements, for example: recording off the Job Training, completion of assessments / assignments and e-portfolio compliance and in year progress.
- Set targets for learners and monitor and record learners progress and success in a timely manner in line with Awarding Organisation requirements. Report and act in respect of any concerns; liaising closely with the Work Based Learning Co-ordinator.
- Plan and prepare schemes of work, session plans, assessment plans and resources.
- Ensure course material and training reflect best practice and contribute to the quality of provision as measured by retention, attendance, timely achievement, high grades and in year progress.
- Provide insightful and constructive feedback on learners' work and assignments, including marking distance learning assignments where relevant, liaising with employers or workplace mentors and providing guidance and support to learners.
- Prepare learners effectively for a range of formative and summative assessment, including synoptic End Point Assessment.
- Lease with key stakeholders: Curriculum delivery staff, functional skills tutors, programme leads, curriculum managers in regard to learner's progress and attendance to ensure success across all elements of apprenticeship programmes.
- To actively contribute to the promotion of all aspects of learners' welfare and personal and social development.
- Contribute to and participate in the assessment, moderation process and quality assurance procedures for all programmes/ training provision, including Internal Verification to the prescribed standards.
- Ensure quality systems are adhered to and contribute to the review and evaluation process including programme standardisation, course review and self-assessment activities in order to ensure year on year improvements.
- Contribute to development of eLearning materials and resources, including smart assessor and online/VLE, liaising with the wider curriculum area to ensure appropriate and consistent use of high quality materials.
- Assist with and undertake employer and learner questionnaires or surveys and feedback to improve the quality of training as appropriate.
- Work with employers to identify and develop training and progression opportunities; promoting the work of the College as appropriate and using the College's CRM system. Liaise with and refer leads to the Business Development team as appropriate.
- Ensure registration and certification of all learners is completed accurately and in a timely manner as per awarding body requirements.
- To comply with best practice administrative and quality assurance systems.
- To undertake appropriate staff development 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 area leader/manager and 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
To manage a caseload of Apprentices from recruitment to successful timely completion studying on level 4s & above.	To ensure learners successfully achieve in a timely manner.
Plan, prepare and undertake training, learning and assessment activity in College or in learner's place of work.	To achieve outstanding outcomes for learners.
Monitor overall progress and disseminate with key staff.	To ensure apprentices are on track for timely achievement.
Assess learners and give high quality feedback.	To ensure learners 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, Apprenticeship Manager, Assessors/Tutors, Administration Staff, Business Development Staff and Support Services Staff.

External: Learners, Employers, Awarding Bodies, Regulatory Bodies

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter.	Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant vocational qualification at level 4 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 Engineering Industry	•		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 July 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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