

The Leicestershire College

Job Description

1. Job Details

Job Title:	Power Engineering Apprenticeship Mentor
Department:	Apprenticeships
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 3
Hay Grade:	G3/G4
Salary:	£31,816 - £36,234 Per Annum
Date of Job Evaluation:	November 2025
Date:	December 2025

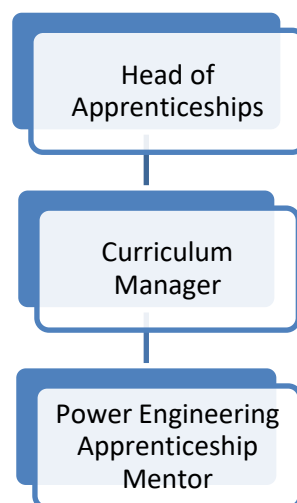
2. Job Purpose

To support the team of Electrical Power Network Engineer (EPNE) Assessors 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 of the Electrical Power Networks Engineering coaching and mentoring learners at place of employment or remotely to meet the requirements of apprenticeship provision. The role will include working closely with the EPNE Assessor's supporting with formal reviews, monitoring Off the Job, data gathering and support with report writing to present to employers and liaising with End Point Assessment Organisations.

3. Dimensions

Not Applicable

4. Organisation chart



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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 as secondary assessor for caseload of EPNE Apprentices enrolled with Loughborough College supporting the team with timely completion within agreed timescales appropriate for level and individual needs of the student, delivering any required qualifications as needed.
- Be a key link between the apprentice, employer and EPNE Assessors who are working with high volume of learners to ensure a high-quality provision
- To support apprentices through coaching and mentoring and inspiring training, learning and assessment in the workplace or on college premises for groups of learners or individual learners in appropriate disciplines.
- Support in the completion of Formal Progress Reviews and Off the Job monitoring.
- Collate evidence/data to support in the completion of reports for employers.
- 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 the EPNE Assessors, employers and learners to agree and record in each learners Individual Learning Plan; an assessment 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 working with the delivery team.
- 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 Curriculum Manager, EPNE Assessors and the Higher Education Department as required.
- Support with the development of assessment plans and resources as required, such as MOCK End Point Assessment activities.
- To support in the preparation of End Point Assessment activities such as completing MOCK interviews and observations as required.
- 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.
- 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 and training, including the maintenance and updating of specialist skills.
- 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 travel to sites to support the team during enrolment events and through 1:1 support session.

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 Result Areas

Action	Result
To support in the management of 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.
Coach, mentor and support apprentices with key aspects of programme.	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 2 or above in Electrical	•		Application/ Certificates
2.	Possess or be willing to work towards a level 3 teaching and assessing qualification	•		Application/ Certificates
3.	Possess IQA or equivalent qualification		•	Certificates
4.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5.	Industry experience within Electrical and/or Power Networks 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 December 2025 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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