

The Leicestershire College

Job Description

1. Job Details

Job Title:	Trainer Assessor for Land-Based Service Engineering
Department:	AMT
Reporting To:	Curriculum Quality Lead
Competency Level:	Curriculum Support 3
Pay Grade:	G14 – G20
Salary:	£31,741 - £37,201 per annum
Date of Job Evaluation:	TBC
Date:	December 2025

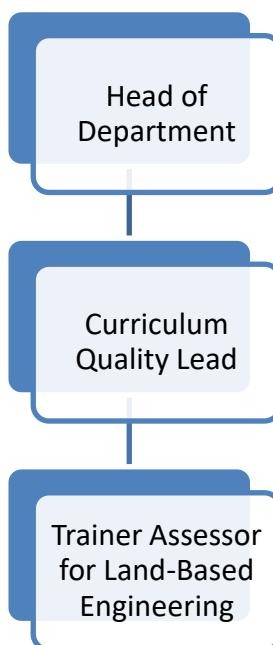
2. Job Purpose

To deliver high-quality teaching and workplace assessments to our Land Based and Motor Vehicle apprentices. Based across our Leicestershire campuses, you will use your industry experience to inspire the next generation of engineers while embedding innovative practices and technologies into learning.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
Document Reference:	HR-TT-078	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

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

- Conduct timely workplace reviews.
- Assist workplace mentors with Knowledge, Skill and Behaviour development.
- Key point of contact between employer and Loughborough College Group.
- To devise and implement a specific learning and assessment plan for each learner/apprentice.
- Ensure completion of portfolios, coursework, own work and all other programme related student outputs within the scheduled scheme.
- Carry out ongoing Health & Safety checks and update records as necessary.

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
Lead on the planning, preparation, delivery and assessment of effective learning programmes.	To ensure students achieve.
Monitor progress in lessons and disseminate learner progress with key staff.	To ensure students are on track to achieve their target grades.
Participate in and deliver staff development opportunities.	To ensure teaching and learning is up to date and maintained to the highest standards.
Participate in department activities and meetings.	To ensure teaching and learning is up to date and maintained to the highest standards.
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.
Assess learners and give high quality feedback.	To ensure learners can meet their targets and progress.

8. Key Working Relationships and Communications

Internal: Staff, Learners and Key Stakeholders.

External: External contractors and awarding 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 level 2 NVQ or equivalent in a relevant subject	•		Application/ Certificates
2.	Possess or show willingness to obtain a level 4 Certificate in Education and Training	•		Application/ Certificates
3.	Have A1 or equivalent assessor qualification	•		Application/ Certificates
4.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5.	Competent to minimum industrial standards required to perform the area of teaching	•		Application/ Interview
6.	Previous experience preparing for and presenting to an audience	•		Application/ Interview
7.	Up to date knowledge of the subject/vocational area	•		Interview
8.	Have recent experience of working in the industry		•	Application/ Interview
SKILLS & KNOWLEDGE				
9.	Good interpersonal skills, able to work well with a range of people and be able to respond clearly and flexibly to different work tasks.	•		Interview
10.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Interview
11.	Previous experience teaching young people/adults		•	Application/ Interview
12.	Demonstrates an awareness of learners' and employers' needs		•	Interview
13.	Demonstrated evidence of collaboration with employers		•	Interview
14.	Utilises effective methods of assessment and feedback to support achievement	•		Interview
15.	Effective time management skills and be able to work to deadlines	•		Interview
16.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
17.	Ability to travel for business purposes	•		Interview
18.	Promote the College's equal opportunities policy and practices	•		Interview
19.	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	