

# Loughborough College Group

## Job Description

### 1. Job Details

Job Title:	Lecturer in Electrical Power Engineering (Distribution and Transmission)
Department:	Apprenticeships
Reporting To:	Curriculum Manager – Engineering Apprenticeships
Competency Level:	Teaching 2
Hay Grade:	G4
Salary:	£36,009 - £41,615 per annum
Date of Job Evaluation:	October 2025
Date:	January 2026

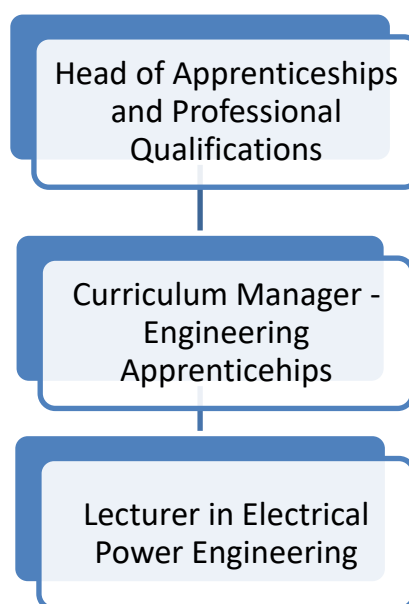
### 2. Job Purpose

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 of the Electrical Engineering delivering to learners at place of employment and onsite to meet the requirements of apprenticeship provision.

### 3. Dimensions

Not Applicable.

### 4. Organisation chart



Name:	Job description Template	Owner:	HR
Document Reference:	HR-TCG-162	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

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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 for a caseload of Engineering Apprentices enrolled with National Grid ensuring timely completion within agreed timescales appropriate for level and individual needs of the student, delivering any required qualifications as needed.
- 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 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.

- 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.
- 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, and required grades in controlled assessments.
- Provide insightful and constructive feedback on learners' work and assignments, including marking-controlled assessments, 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 controlled assessments.
- 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.
- 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.
- 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 group 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 group 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
<b>To manage a caseload of Apprentices from recruitment to successful timely completion studying on level 4s &amp; above.</b>	To ensure learners successfully achieve in a timely manner.
<b>Plan, prepare and undertake training, learning and assessment activity in college or in learner's place of work.</b>	To achieve outstanding outcomes for learners.
<b>Monitor overall progress and disseminate with key staff.</b>	To ensure apprentices are on track for timely achievement.
<b>Assess learners and give high quality feedback.</b>	To ensure learners can meet their targets and progress.
<b>To participate in moderation and internal verification.</b>	To ensure Awarding Organisation criteria are met and academic standards maintained.
<b>To support quality assurance and quality improvement.</b>	To ensure Awarding Organisation requirements and College KPIs are met.
<b>Participate in staff development opportunities and mandatory training.</b>	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. Competency Profile

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

Working with Excellent People	Responsiveness
<p>Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks 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.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
Delivering Excellent Quality	
<p>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. Uses online collaboration and networking as a means of developing, exchanging and communicating information.</p>	

## 10. Knowledge, Skills and Experience (Person Specification)

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

23.	Comply with professional standards at work	•		Interview
24.	Show commitment to the improvement and maintenance of standards	•		Interview
25.	Promote the College's equal opportunities policy and practices	•		Interview
26.	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. 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 January 2026 and may be amended in light of changing circumstances following discussion with the post holder.

## 11. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
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