

The Leicestershire College

Job Description

1. Job Details

Job Title:	Instructor Technician in Agriculture and Countryside Management
Department:	Agriculture, Horticulture, Countryside Management & Land Engineering
Reporting To:	Livestock Specialist Practical Trainer
Competency Level:	Curriculum Support 3
Hay Grade:	G3
Salary:	£26,340 Per Annum
Date of Job Evaluation:	TBC
Date:	March 2026

2. Job Purpose

To assist the Farm and Countryside management team with the day-to-day running of the livestock and general farm/land management activities; to deliver training and assessment as required by the Farm Manager and Curriculum Manager.

To support the delivery of teaching, learning and assessment within the agriculture and countryside management curriculum, ensuring that livestock, resources, supplies, tools and equipment are effectively and safely managed and maintained.

To ensure that health and safety is maintained at all times at the farm, in accordance with Health and Safety at Work Act 1974 and any Health and safety Regulations issued under the Act. Along with Animal Health and Welfare act 2006 and any Health and Welfare Regulations issued under the Act.

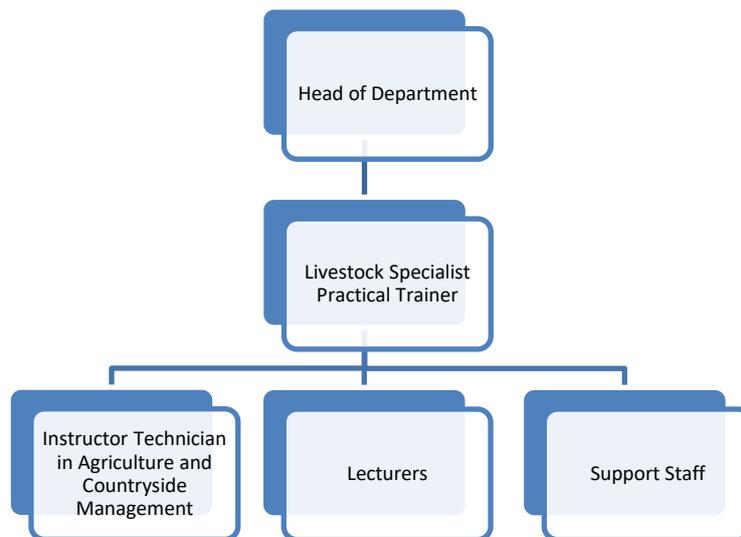
3. Dimensions

Not Applicable

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

*This document is the property of the Leicestershire College.
Any reproduction, even partial, is prohibited without prior written agreement.
Document "uncontrolled" when printed.*

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

- Review, monitor and complete annual risk assessments associated with the farm environment, including COSHH.
- To ensure compliance with Health and Safety legislation and liaise with the College Health and Safety Officer to maintain high standards as required.
- To comply with and support all College policies and procedures e.g. Health and Safety, Financial Regulations, Equality and Diversity.
- Ensure that you support the Farm Manager in maintaining the farm and wider estate, including ensuring that all its buildings, grassland, sheep handling area, livestock accommodation and hygiene facilities are kept secure, clean and in a fit and safe condition of use.
- To support the organisation of safe systems for storage of material and equipment.
- To ensure high standards of welfare are set and maintained at all times in line with a highly professional farm and wider industry.
- To support the monitoring and maintenance of equipment levels and order replacements as and when required.
- To be involved in the maintenance of health records (to include hours worked, vaccination, and health records) and make sure they are kept up to date. Notify the Farm manager of any livestock welfare requirements.
- To set clear targets and closely monitor and review performance regularly.
- To maintain safety and security of the farm and users, including a high standard of welfare, which includes out of hours checks and emergency contact.
- Contribute to the production of teaching and learning materials and resources in the farm environment.
- Assist in the delivery of practical training.
- Assist in the preparation and organisation of formative and summative practical assessments, including technical support, advice and guidance.
- Support teaching teams overseeing the quality of students' work and provide feedback to develop students' confidence and resilience within the farm environment.
- Supervise and assist students as appropriate, providing students with support, and guidance including during induction.
- To closely liaise with academic staff in the delivery of programmes and assessment of learners and provide documentary evidence.
- To provide a friendly and efficient service that demonstrates a high level of commitment to communication and customer service.
- Knows the market place and competitors and uses this knowledge to provide direction to the college.
- To present a professional image of the College in dealing with students and outside agencies.
- To promote and deliver services in a way that is sensitive and responsive to those receiving such services.
- To work flexibly and out of college hours.
- To attend meetings as required.
- To undertake appropriate training and staff development as required.

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 assess learners and give high quality feedback.	To ensure learners meet their targets and progress.
To plan, prepare and deliver practical sessions to learners of a livestock, countryside management and agricultural machinery nature.	To achieve outstanding outcomes for learners.
To work with the farm manager to ensure high animal welfare, biosecurity and health and safety at all times.	To ensure a safe learning environment for our learners and high welfare for our livestock.
To work with the projects manager to deliver project outcomes on the estate.	To ensure projects are run in line with curriculum and college outcomes.
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

External: Learners, Employers, Awarding Bodies, Regulatory Bodies

Internal: Brooksby Campus Principal, Head of Land-based curriculum, Farm Manager, Curriculum Manager, Projects Manager, Assessors/tutors, Administration staff and Support Services Staff

9. Scope for Impact

Not Applicable

10. Competency Profile

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

<p>Working with Excellent People</p> <p>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.</p>	<p>Responsiveness</p> <p>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.</p>
<p>Ensuring Financial Sustainability</p> <p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Self-Awareness</p> <p>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.</p>
<p>Delivering Excellent Quality</p> <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. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Minimum of a Level 3 qualification in a relevant subject	•		Application/ Certificates
2.	Holds a Level 4 Assessor award/ Level 5 Teaching qualification or being willing to work towards.		•	Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Experience of working in farm/countryside management industry	•		Application
5.	Experience in working with a range of livestock and countryside management machinery/tools	•		Application/ Interview
6.	Experience of training and assessing in an educational institution		•	Interview
7.	Experience of supporting and managing diverse groups of learners		•	Interview
8.	Experience of supporting and managing diverse groups of learners		•	Interview
SKILLS & KNOWLEDGE				
9.	Communicate effectively to a diverse range of stakeholders at all levels.	•		Application/ Interview
10.	Provide clear feedback to students and key staff	•		Interview
11.	Work independently and as a part of a cross-curricular team	•		Interview
12.	Work flexibly and to deadlines	•		Interview
13.	Provide clear feedback to students and key staff	•		Interview
14.	Safe Agricultural Machinery operation	•		Application/ Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Ability and interest to keep up with developments in the industry sector	•		Interview
17.	Comply with professional standards at work	•		Interview
18.	Show commitment to the improvement and maintenance of standards	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	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 March 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
-----------------------------	--	-------------	--