

The Leicestershire College Job Description

1. Job Details

Job Title:	Engineering Workshop Technician (Instructor)
Department:	Advanced Manufacturing and Technology
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 3
Hay Grade:	G2
Salary:	£25,266 - £28,006 Per Annum
Date of Job Evaluation:	April 2026
Date:	April 2026

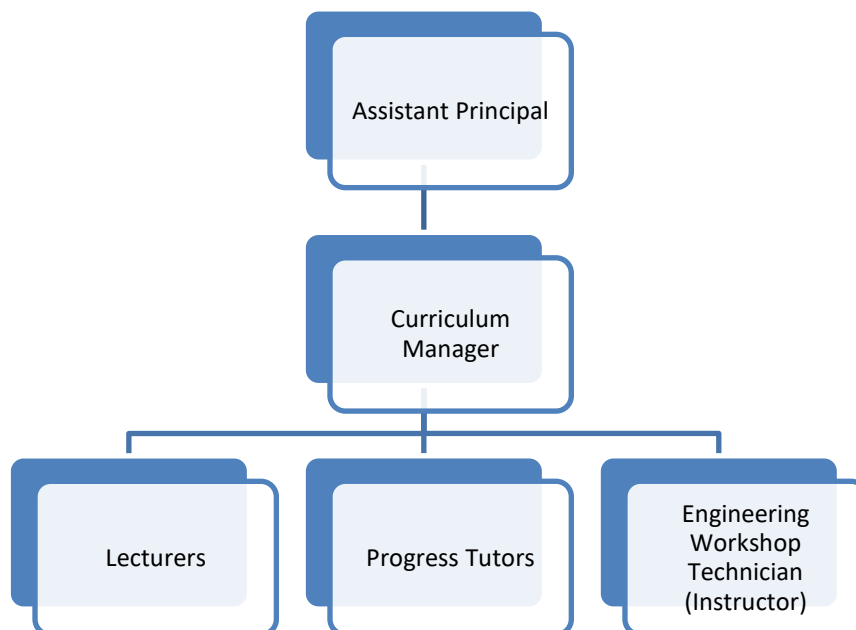
2. Job Purpose

To support delivering an innovative Engineering curriculum and complete general machinery repair and maintenance to ensure compliance with health and safety regulations.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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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

- To help deliver high quality and challenging learning experiences.
- To prepare workshop materials and resources for individual sessions.
- To Maintain and repair workshop equipment and machinery
- To support appropriate assessments and assessment practices.
- To ensure that students on vocational programmes work within the agreed timescales to satisfy Awarding Organisation criteria.
- To collaborate with staff in the development of excellent learning materials.
- To undertake curriculum area responsibility duties as designated by the Curriculum Heads.
- To support and contribute to developing a dynamic and responsive curriculum.
- To comply with and develop best practice workshop and quality assurance systems.
- To undertake and deliver 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
- Additional duties and responsibilities to be defined as required to meet new situations, in consultation with the curriculum area manager and college management

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
Assist in delivering effective workshop learning programmes.	Resourced programmes of study.
Monitor progress in the workshop and disseminate learner progress with key staff.	To ensure students are on track to achieve.
Support the development of formative assessments and assessment strategies and give high quality formative feedback.	To ensure students can meet their targets and progress.
Create and apply effective differentiation and stretch and challenge techniques.	To ensure all students achieve to the best of their ability.
To help organise students on programmes within agreed timescales.	To ensure students achieve in a timely manner.
Lead and collaborate with colleagues on the development of the Maintenance and machining workshop environment.	Efficient use of space and resources. New developments in Industry practice are quickly and effectively included in the workshop. High standards of health and safety practice are maintained.
Participate in staff development opportunities.	To ensure teaching and learning is up to date and maintained to the highest standards.
To play a key role in quality assurance and quality improvement.	To ensure Awarding Organisation requirements and College KPIs are met.
Participate in department activities and meetings.	Increased recruitment, broader knowledge of department.

8. Key Working Relationships and Communications

Internal: Head of Department, Curriculum Managers, Curriculum Staff, Administration Staff, Support Services Staff

External: Awarding Bodies, Employers

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 3 Engineering apprenticeship or T level Maintenance, Installation and Repair (Mechanical) qualification	•		Application/ Certificates
2.	Possess a level 3 teaching qualification or be willing to work towards a qualification	•		Application/ Certificates
3.	Possess a qualification in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Possess relevant vocational experience		•	Application/ Certificates
5.	Experience of working in and maintaining an engineering workshop environment		•	Application/ Interview
6.	Delivering high quality teaching, training peers, or transferring skills to skilled individuals (apprentices)		•	Application/ Interview
7.	Supporting and motivating individuals and/or groups to achieve results and targets		•	Application/ Interview
8.	Collaborating and influencing colleagues from other areas and teams	•		Application/ Interview
9.	Working flexibly and to deadlines within a team or autonomously	•		Application/ Interview
10.	Effective administration and organisational skills	•		Application/ Interview
SKILLS & KNOWLEDGE				
11.	Demonstrate an understanding of a range of learning methodologies and the ability to utilise these effectively within a variety of contexts		•	Interview
12.	Evidence of effective use of ICT/ILT in all aspects of work	•		Application/ Interview
13.	Evidence of effective communication skills, written and verbal, with a diverse range of people	•		Application/ Interview
14.	Ability to provide support based on formative feedback on academic and pastoral issues	•		Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Demonstrate a commitment to quality and excellence through continuing professional development	•		Interview
17.	Motivate and relate with people from a range of different cultural backgrounds	•		Interview
18.	Comply with professional standards at work	•		Interview
19.	Show commitment to the improvement and maintenance of standards	•		Interview
20.	Promote the College's equal opportunities policy and practices	•		Interview
21.	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 April 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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