

The Leicestershire College

Job Description

1. Job Details

Job Title:	Practical Skills Instructors
Department:	Construction and Trade Services (Multi-trade)
Reporting To:	Head of Construction and Trade Services
Competency Level:	Curriculum Support 2
Hay Grade:	G3/4/5
Salary:	£34,895 - £38,690 per annum
Date of Job Evaluation:	TBC
Date:	August 2026

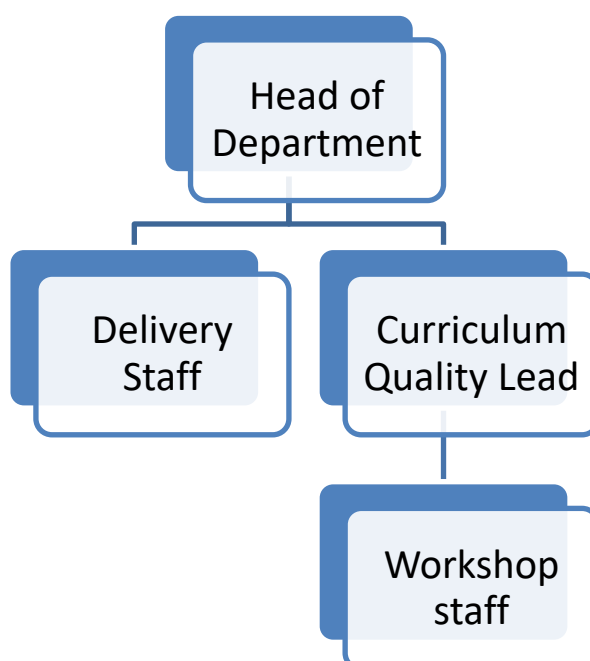
2. Job Purpose

To teach key practical skills in construction and building services, to ensure students and assessment and workforce ready. Deliver inspiring teaching and learning transferring industry standard knowledge, skills and behaviours.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job description Template	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 coach learners attain their learning goals and meet or exceed their expectations
- Support learners to develop knowledge, understanding and skills to contribute to their economic and social well-being
- Ensure the Health and Safety of students in the use of equipment, tools and resources required to develop their skills and knowledge.
- Contribute to the production of teaching and learning materials and resources in the workshop environment
- Assist in the delivery of practical training and give demonstrations in the use of equipment, tools, materials and repair and testing techniques, as appropriate.
- Assist in the preparation and organisation of formative and summative workshop 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 workshop environment.

- Supervise and assist students as appropriate, providing students with support, and guidance including during induction.
- Ensure that workshop and ancillary areas, including the service yard and hygiene facilities are kept secure, clean and in a fit and safe condition of use.
- Check and maintain the operation of equipment and machinery, carrying out routine maintenance, repairs or replacement, as necessary and ensure that appropriate servicing is completed, in accordance with maintenance schedules.
- Support with a variety of teaching and learning duties as required

Core Responsibilities

- To promote the College groups 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
Coach, mentor and support students	To ensure students are on track to achieve or exceed targets and goals through small group and 1:1 skills teaching
Support the delivery of teaching and learning	High student satisfaction. High student achievement rates.
Assist in the delivery of practical training through small group or 1:1 skills teaching.	Ensure the success of students.
Monitor progress and disseminate learner progress with key staff	To ensure learners can meet their targets and progress

8. Key Working Relationships and Communications

Internal: Assistant Principal, Head of Department, CQL, Curriculum Head, MIS, Exams, Quality, Business Development, HR, IT, Health and Safety.

External: Employers, Community/Charity Organisations, Health & Well Being Organisations, Parents and Guardians.

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
Own actions and behaviours are inspiring and engage others 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.	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 Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work 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. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. 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. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess an industry related qualification or apprenticeship at level 3 or in relevant subject area	•		Application/ Certificates
2.	Possess a teaching qualification or be willing to work towards		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience working in industry	•		Application
5.	Experience of coaching and/or mentoring individuals in an educational or industry setting	•		Application/ Interview
6.	Experience of supporting and advising diverse groups of people	•		Application/ Interview
SKILLS & KNOWLEDGE				
7.	Good knowledge of health and safety regulations in a workshop / industry setting	•		Application/ Interview
8.	Interpersonal skills and the ability to work well with a wide range of people	•		Interview
9.	Ability to give clear instructions and guidance	•		Interview
10.	Effective time management skills, able to work to deadlines	•		Interview
11.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Interview
12.	Good coaching and facilitating skills	•		Interview
13.	Possess strong IT skills	•		Interview
14.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
15.	Comply with professional standards at work	•		Interview
16.	Motivate and relate with people from a range of different cultural backgrounds	•		Interview
17.	Promote the College's equal opportunities policy and practices	•		Interview
18.	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 August 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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