

Loughborough College Group

Job Description

1. Job Details

Job Title:	Lecturer in Forklift Truck Maintenance and Repair – Stephenson College
Department:	Engineering
Reporting To:	Curriculum Quality Lead
Competency Level:	Teaching 2
Hay Grade:	G4
Salary:	£36,009 - £41,615 per annum
Date of Job Evaluation:	TBC
Date:	August 2026

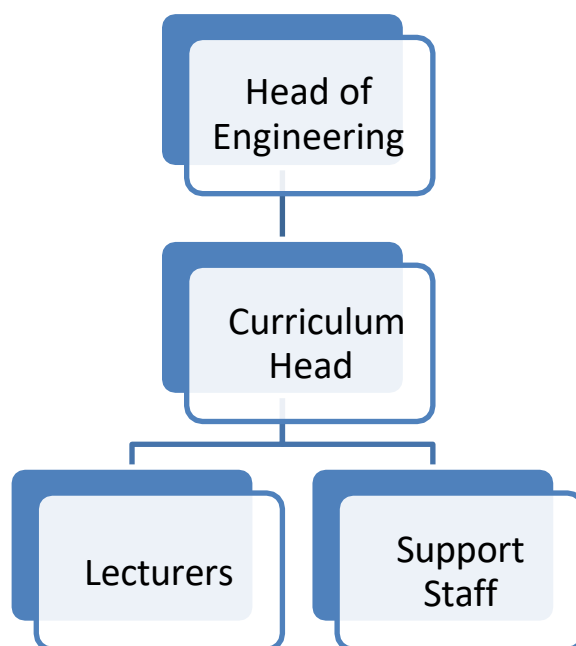
2. Job Purpose

To inspire and equip forklift truck apprentices from across the country by delivering and sharing your industry-leading skills, knowledge, and professional behaviors and support in preparing the apprentice for End Point Assessment and ensure all programs, quality and compliance requirements are met. The role focuses on delivering training in a way that motivates apprentices to excel, fostering confidence and enthusiasm so they can become the very best version of themselves.

3. Dimensions

Not Applicable.

4. Organisation Chart



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

- Deliver engaging training through a blend of classroom teaching, and digital learning. Occasional workplace visits may be required.
- Support apprentices through their programme and the specific duties, skills knowledge and behaviours.
- Supporting apprentices to be confident in achievement of their EPA.
- Develop, adapt and update schemes of work, lesson plans and learning resources to meet industry standards and diverse learner needs.
- To devise and implement learning and assessment plan and learning resources for each individual learner.
- Produce high-quality teaching materials, demonstrations, and assessment activities.
- To manage the formal assessment process to include maintenance of all assessment records.
- Be flexible in the delivery of education and training.
- Ensure timely completion of portfolios, coursework, own work and all other programme related student outputs within the scheduled scheme.

- Liaise with all stakeholders (internal and external) to deliver programme.
- For work-based aspects of the standard, carry out reviews in a timely fashion, which include liaison with employers, planning of functional skills and supporting improvement of these skills, additional learning support arrangements and the overall assessment plan.
- Practice EPA elements throughout the training phase.
- To manage learning programs and act a Course Leader as required.
- To agree SMART targets with learners and where applicable, employers.
- To undertake tutorial and pastoral roles with apprentices.
- Maintain confidentiality rules in respect of the learner and their workplace.
- Manage the learner disciplinary and rewards process.
- Liaise with Student Support Services, College Information Systems, Employer Liaison Team, ALS and SEND Team as appropriate to the needs of apprentices.
- Embed safeguarding, Prevent, equality, diversity, and inclusion throughout delivery.
- To maintain a management smart assessor (the tracking system for apprentices).
- To ensure quality assurance systems comply with internal and external standards specifically in relation to internal and external verification and self-assessment.
- Maintain up-to-date occupational and assessment competence through ongoing CPD, including staying current with forklift truck technology and industry best practice.
- Work in line with the Education & Training Foundation (ETF) Professional Standards.
- Contribute to curriculum development, programme review and innovation.

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviors 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
Deliver high quality teaching, learning and assessment, creating and applying effective differentiation and stretch and challenge techniques.	To ensure all learners achieve to the best of their ability (achieving aspirational target grades).
Monitor progress in lessons and disseminate learner progress with key staff.	To ensure learners are on track to achieve their target grades.
Lead on development of assessments/assessment strategies and give high quality feedback.	To ensure learners can meet their targets and progress.
To participate in moderation and internal verification.	To ensure standards remain high in the provision and exceeds employer expectations.
Participate in and deliver 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 standards remain high in the provision and exceeds employer expectations and College KPIs are met.
Participate in department activities and meetings.	Increased recruitment, broader knowledge of department.

8. Key Working Relationships and Communications

Internal: Curriculum Quality Lead, Director of Curriculum, Curriculum Staff, Support Staff, Students

External: Employers, External companies

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
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.	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.
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.	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 behaviors. 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. Uses online collaboration and networking as a means of developing, exchanging and communicating information.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess or be willing to work towards a teaching and assessing/verifying qualification	•		Application/ Certificates
2.	Possess a relevant vocational qualification at level 3 or above	•		Application/ Certificates
3.	Possess qualifications in Math's and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience in material handling device maintenance and repair	•		Application
5.	Significant experience of designing and delivering vocational/ academic programs to students in an FE context		•	Application/ Interview
6.	Experience of working with apprentices in a college setting and/or in industry	•		Application/ Interview
7.	Experience of working with a diverse group of people in industry or an education setting	•		Interview
8.	Experience of motivating student to achieve add positive		•	Interview
SKILLS & KNOWLEDGE				
9.	Ability to demonstrate up to date knowledge of material handling device technologies	•		Application/ Interview
10.	Knowledge of effective methods of assessment and feedback to support achievement		•	Interview
11.	Ability to embed employer needs into delivery to students and apprentices	•		Interview
12.	Can demonstrate use of evaluation to continually improve	•		Interview
13.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
14.	Effective time management skills and be able to work to deadlines	•		Interview
15.	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
16.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		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. 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 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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