

The Leicestershire College

Job Description

1. Job Details

Job Title:	Motor Vehicle Workshop Technician (Instructor)
Department:	Motor Vehicle Department
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 3
Hay Grade:	G2
Salary:	£26,538 per annum
Date of Job Evaluation:	August 2026
Date:	September 2026

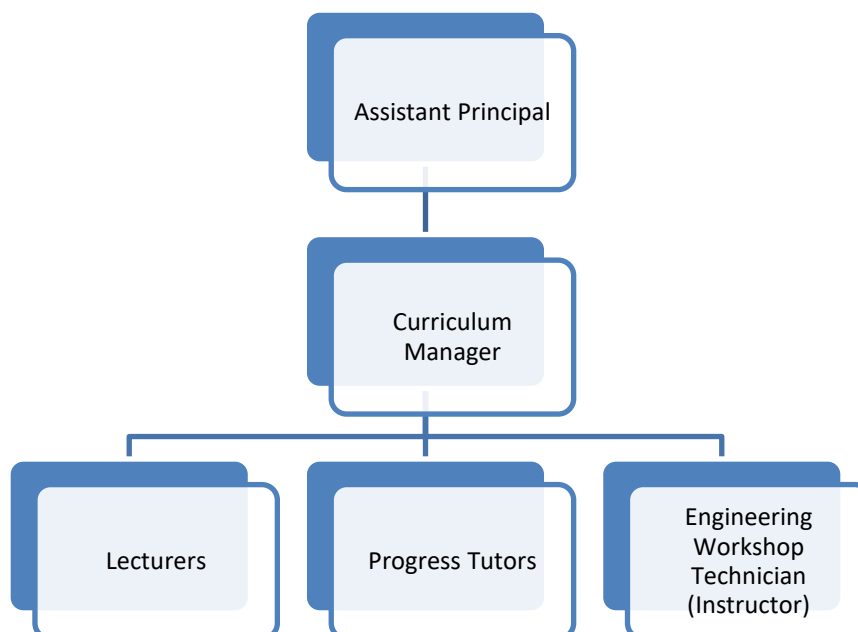
2. Job Purpose

To support the delivery of an innovative Motor Vehicle curriculum by preparing, maintaining and operating automotive workshop facilities, equipment and vehicles. To ensure compliance with Health & Safety, manufacturer standards and industry best practice while supporting learners to develop practical skills in a safe and professional environment.

3. Dimensions

Not Applicable

4. Organisation chart



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.*

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 assist in the delivery of high quality and engaging practical motor vehicle learning experiences.
- To prepare workshop vehicles, components, tools, diagnostic equipment and resources for practical sessions.
- To maintain, service and repair workshop vehicles, equipment and specialist automotive training rigs.
- To support lecturers and learners during practical activities in automotive maintenance, diagnostics and repair.
- To ensure all workshop activities comply with Health & Safety legislation, COSHH requirements, environmental regulations and manufacturer procedures.
- To support appropriate assessments and assessment practices within the workshop environment.
- To ensure students on vocational programmes work within agreed timescales to satisfy Awarding Organisation requirements.
- To assist with the management, maintenance and calibration of automotive diagnostic equipment and specialist tools.

- To monitor workshop consumables, parts and stock levels and support procurement processes where required to include ordering consumables and equipment.
- To collaborate with curriculum staff in the development of high-quality learning materials and practical activities.
- To support and contribute to the development of a dynamic and responsive Motor Vehicle curriculum.
- To comply with and develop best practice workshop and quality assurance systems.
- To undertake appropriate staff development and training, maintaining current knowledge of emerging vehicle technologies including hybrid, electric and advanced driver-assistance systems (ADAS).
- To attend and actively participate in curriculum meetings, planning events, open days, employer engagement activities and recruitment events.
- To undertake additional duties as required in consultation with the Curriculum Manager and College management.

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
Assist in delivering effective motor vehicle workshop learning programmes.	Fully resourced and industry-relevant programmes of study.
Monitor learner progress within practical workshop activities and communicate progress with key staff.	Students remain on track to achieve qualifications and practical competencies.
Support formative assessments and provide high-quality developmental feedback.	Students achieve targets and demonstrate continuous improvement.
Implement effective differentiation and stretch-and-challenge techniques within practical activities.	Learners achieve their full potential regardless of starting point.
Assist with organising practical training activities and assessments within agreed timescales.	Timely achievement of qualifications and practical outcomes.

Lead and collaborate on the development of the motor vehicle workshop environment.	Efficient use of facilities, adoption of current industry practices and maintenance of high health and safety standards.
Maintain workshop vehicles, tools and equipment.	Safe, reliable and compliant learning environment.
Participate in ongoing professional development activities.	Knowledge and skills remain current with automotive industry developments.
Support quality assurance and quality improvement activities.	Awarding Organisation requirements and College KPIs are achieved.
Participate in departmental activities, employer engagement and recruitment events.	Increased learner recruitment and employer partnerships.

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.	Hold a Level 3 qualification in Motor Vehicle Maintenance and Repair or equivalent automotive qualification.	•		Application/ Certificates
2.	Have a relevant industry-recognised qualifications or apprenticeship within the automotive sector.	•		Application/ Certificates
3.	Possess a teaching qualification or willingness to work towards one.	•		Application/ Certificates
4.	Have a hybrid and Electric Vehicle qualification (Level 2 or above) and IMI Accreditation		•	Application/ Certificates
5.	Possess a MOT Tester qualification.	•		Application/ Certificates
6.	Possess a qualification in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
7.	Relevant vocational experience within the automotive industry.		•	Application/ Certificates
8.	Experience maintaining and operating a motor vehicle workshop environment.		•	Application/ Interview
9.	Experience using modern vehicle diagnostic equipment and software.		•	Application/ Certificates
10.	Experience supporting training, coaching apprentices, or transferring technical skills.		•	Application/ Interview
11.	Supporting and motivating individuals and/or groups to achieve results and targets		•	Application/ Interview
12.	Collaborating and influencing colleagues from other areas and teams	•		Application/ Interview
13.	Working flexibly and to deadlines within a team or autonomously	•		Interview
14.	Effective administration and organisational skills	•		Application/ Interview
SKILLS & KNOWLEDGE				
15.	Knowledge of modern automotive systems including engine management, electrical systems, diagnostics and fault finding.		•	Interview
16.	Understanding of workshop health and safety requirements, COSHH and risk assessment processes.	•		Application/ Interview
17.	Evidence of effective communication skills, written and verbal, with a diverse range of people	•		Application/ Interview
18.	Ability to provide support based on formative feedback on academic and pastoral issues	•		Interview
19.	Knowledge of emerging automotive technologies and sustainable transport solutions.	•		Application/ Interview

20.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
21.	Demonstrate a commitment to quality and excellence through continuing professional development	•		Interview
22.	Motivate and relate with people 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 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 September 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

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