The Leicestershire College
Job Description

1. Job Details

Job Title:	Workshop Supervisor - Stephenson College
Department:	HGV /FLT
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 2
Pay Grade:	G2
Salary:	£27,600 Per Annum
Date of Job Evaluation:	TBC
Date:	Nov 2026

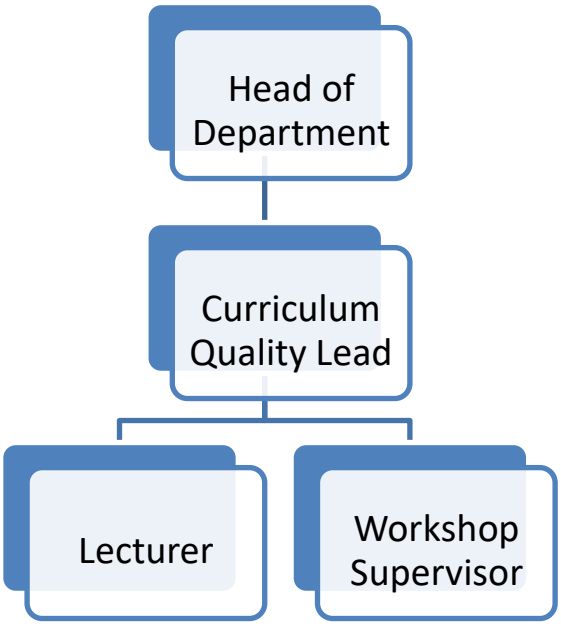
2. Job Purpose

To support the delivery of teaching and learning within the workshop environment, ensuring that resources, supplies, tools and equipment, are effectively and safely managed and maintained. To ensure that health and safety is maintained at all times in the workshops and stores, in accordance with Health and Safety at Work Act 1974 and any Health and safety Regulations issued under the Act.

3. Dimensions

Not Applicable

4. Organisation chart



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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

- Ensure the Health and Safety of students in the use of equipment, tools and resources required to develop their skills and knowledge.
- Review, monitor and complete annual risk assessments associated with the workshop environment, including COSHH.
- Organise safe systems for storage of material and equipment.
- 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.
- Maintain and keep up to date inventory and records of equipment and materials.

- Monitor and maintain stock levels and order replacements as and when required.
- Ensure that any materials or equipment are disposed of safely and in accordance with College procedures, statutory regulation or manufacturers' guidelines.
- To effectively manage any budgets that may be delegated from time to time, ensuring that best value is obtained and that Financial Regulations are complied with.
- 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.
- Issue and record tools, equipment and materials to staff and students as required.
- Ensure the safe storage and issue of flammable and health injurious liquids
- Assist in the development of the workshop to ensure continuous improvement in practical training
- Receive and check all incoming equipment and materials
- Assemble, set out, check and dismantle equipment, tools, materials and vehicles
- Design, manufacture and construct equipment for use in the teaching/training programmes of the department
- 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.
- Notify the Section Head of any building maintenance requirements
- You may occasionally be required to cover lesson delivery to a class of students.

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
Supervise students within the workshop.	Ensure the health and safety of students and staff in the workshop.
Support the delivery of teaching and learning within the workshop.	Support the success of students.
Ensure tools and equipment is safely managed and maintained.	Ensure the health and safety of students and staff in the workshop.
Assist in the development of the workshop.	To ensure continuous improvement in practical training.
Contribute to the production of teaching and learning materials and resources in the workshop.	Support the success of students.
Supervise students within the workshop.	Ensure the health and safety of students and staff in the workshop.
Support the delivery of teaching and learning within the workshop.	Support the success of students.
Gateway and EPA Set-up	Support Teaching Staff with Set up of vehicles and equipment for Gateways and EPA. Appropriate to faults as required be teaching staff and EPAO's
Ordering of equipment and resources as required and approved by line manager	Using College ordering system to place orders and equipment

8. Key Working Relationships and Communications

Internal: Curriculum Manager, Lecturers, Support Staff, Students

External: Awarding bodies, external organisations

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 Level 2 or above equivalent in a relevant subject i.e. Brickwork, Joinery		•	Application/ Certificates
2.	Possess an assessor and/or verifier qualification or show willingness to working towards one		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Have relevant industry experience		•	Application
5.	Previous experience of working with a diverse range of people	•		Application/ Interview
6.	Experience of teaching and/or training/mentoring	•		Application
7.	Experience of supervising a workshop environment		•	Interview
SKILLS & KNOWLEDGE				
8.	Good knowledge of construction processes		•	Application
9.	Good Knowledge of health and safety requirements within a construction/workshop environment	•		Application
10.	Good interpersonal skills, able to work well with a range of people and confident to adapt approach to suit individual needs	•		Interview
11.	Effective time management skills, able to work to deadlines	•		Interview
12.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Application/ Interview
13.	Able to give clear instructions and guidance to students	•		Interview
14.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
15.	Motivate and relate with people from a range of different experiences and cultural backgrounds	•		Interview
16.	Ability to travel for business purposes	•		Interview
17.	Comply with professional standards at work	•		Interview
18.	Promote the College's equal opportunities policy and practices	•		Interview
19.	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**	