

Loughborough College Group

Job Description

1. Job Details

Job Title:	Lecturer in Electrical Installation
Department:	AMT
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Hay Grade:	G4
Date of Job Evaluation:	TBC
Annual Salary:	£34,624 - £40,103 Per Annum
Date:	August 2025

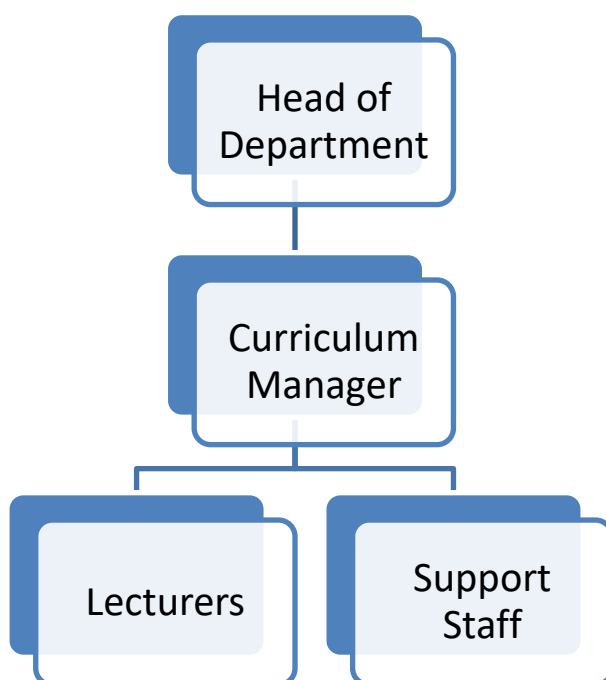
2. Job Purpose

To deliver inspiring teaching and learning to students across the construction provision.

3. Dimensions

Not Applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone's individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders' relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

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 students, 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.

Role specific responsibilities

- Support learners through their programme and the specific qualification aims within.
- Write schemes of work and lesson and review plans
- To devise and implement a learning and assessment plan for each individual learner
- To devise and produce materials for use by learners
- To manage the formal assessment process to include maintenance of all assessment records

- Be flexible in the delivery of education and training
- Ensure 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 delivery aspects of a programme carry out reviews in a timely fashion, which includes liaison with employers, incorporation of functional skills, additional learning support arrangements and the overall assessment plan
- To manage learning programmes and act a Course Leader as required.
- To agree SMART targets with learners and where applicable, employers
- To undertake tutorial and pastoral roles with learners
- 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 learners
- To maintain a management tracking system for learners in accordance with College guidelines
- To ensure quality assurance systems comply with internal and external standards specifically in relation to external and internal verification, self assessment, review and evaluation.
- Undertake other duties as required by the Manager
- Deputise for the Manager as directed
- Undertake all tasks associated with the performance management Review (PMR) system and be accountable for the performance targets set in the PMR

7. Key Result Areas

Action	Result
Lead on curriculum development.	Resourced programmes of study.
Lead on the planning, preparation, delivery, and assessment of effective learning programmes.	To ensure students achieve.
Create and apply effective differentiation and stretch and challenge techniques.	To ensure all students achieve to the best of their ability.
Monitor progress in lessons and disseminate learner progress with key staff.	To ensure students are on track to achieve their target grades.
Lead on development of assessments/assessment strategies and give high quality feedback.	To ensure students can meet their targets and progress.
To participate in moderation and internal verification.	To ensure Awarding Organisation criteria are met and academic standards maintained.
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 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 Manager, Curriculum Staff, Support Services Staff

External: Awarding bodies

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 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. 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 qualification	•		Application/ Certificates
2.	Possess a relevant vocational qualification at level 3 or above	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience of designing and delivering vocational/ academic programmes to students in an FE context	•		Application/ Interview
5.	Experienced to the minimum industry standards required for teaching, with recent experience working in the relevant industry	•		Application/ Interview
6.	Work based learning experience		•	Interview
7.	Experience of promoting positive learner behaviour	•		Interview
8.	Experience of supporting and managing diverse groups of students	•		Application/ Interview
9.	Proven experience to inspire and motivate students to achieve excellent results	•		Application/ Interview
10.	Experience contextualising and embedding learning to meet specific learning needs.	•		Application/ Interview
SKILLS & KNOWLEDGE				
11.	Up to date knowledge of the subject/vocational area	•		Application/ Interview
12.	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
13.	Able to work independently and within a team contributing to the development of teaching, learning and assessment	•		Interview
14.	Knowledge of effective methods of assessment and feedback to support achievement	•		Application/ Interview
15.	Effective time management skills and be able to work to deadlines	•		Interview
16.	Evidence of collaboration with employers	•		Interview
17.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
18.	Demonstrates an awareness of learners' and employers' needs		•	Interview
19.	Ability to travel for business purposes	•		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 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 staff and students onto campus, enrolment duties, supporting with open days and any other college activity. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in August 2025 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	