

JOB DESCRIPTION

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| POST TITLE | : | Trainer/Assessor in Engineering (Electrical and/or Mechanical Maintenance) |
| LOCATION | : | On Site Delivery |
| SCALE | : | Support Scale |
| SALARY | : | Up to £35,394 |
| RESPONSIBLE TO | : | Head of Division |
| CLOSING DATE | : | 5.00pm Tuesday 7 October 2025 |
| INTERVIEW DATE | : | Friday 17 October 2025 |

Main Purpose of the Post

Burnley College is seeking a knowledgeable and experienced Engineer with expertise in Electrical and Mechanical Maintenance to join our highly successful Centre of Engineering Excellence as a Trainer/Assessor.

This is a rewarding role, giving you the opportunity to see young people gain new skills, grow in confidence, and become the future engineers across East Lancashire. Many of our outstanding training staff have successfully transitioned from industry into education, using their experience to challenge, inspire and develop the next generation of engineers.

As an Electrical and Mechanical Maintenance Trainer, you will plan, deliver and review the development of underpinning knowledge, practical skills and professional behaviours within an engineering environment. You will guide apprentices through their learning journey, track and record their progress, and ensure they are fully prepared for end-point assessment and their future engineering careers.

This role offers the opportunity to make a real impact on the region's workforce development and help shape the future of technical education in Lancashire.

Responsibilities

- To coach and assess apprentices working towards their L3 engineering apprenticeship standard and End Point Assessment.
- To plan, deliver and review underpinning knowledge, skills and behaviours in their workplace and record overall progress for each apprentice.

- Inspire and support learners to achieve their goals, providing feedback, guidance, and encouragement throughout their apprenticeship journey.
- To manage an allocated caseload of apprentices and commercial NVQ's ensuring timely completions and ensuring performance target are met.
- To form relationships with employers ensuring the success of the programme in order to generate new business.
- To support apprentices with personal development and broader workplace skills helping them understand their responsibilities relating to on and off job training.
- To provide advice and guidance where necessary regarding Safeguarding and Prevent to support apprentices and be responsible for ensuring that the workplace provides a safe environment by completing Health and Safety Assessments.
- To participate in relevant professional development.
- Ensure compliance with College policies, safeguarding, and health and safety requirements.
- Take pride in seeing learners develop into the future skilled engineers of East Lancashire.
- To carry out such other duties as the Principal may reasonably require.

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College.

PERSON SPECIFICATION

POST: Trainer Assessor in Engineering (Electrical and/or Mechanical Maintenance)

DIVISION: Engineering

| <u>QUALIFICATIONS</u> | | Essential/ Desirable | To be identified by: |
|-----------------------|--|-------------------------|--------------------------------|
| 1 | Possess an appropriate Level 3 qualification in the relevant subject | E | Application form |
| 2 | Possess or be willing to work towards an appropriate Health & Safety qualification if required | E | Application form/ Interview |
| 3 | Possess or be willing to work towards an appropriate Assessor qualification within a specified timescale | E | Application form/ Interview |
| 4 | Possess or be willing to work towards an appropriate Verifier qualification within a specified timescale | E | Application form/ Interview |
| <u>KNOWLEDGE</u> | | | |
| 1 | Knowledge of National Vocational Qualifications in Engineering | D | Application form/ Interview |
| 2 | Computer literate and proficient in using software applications | D | Application form/ Interview |
| 3 | Knowledge of assessment procedures in in workshop learning including Engineering apprenticeships | D | Application form/ Interview |
| 4 | Awareness of Safeguarding Legislation | E | Application form/ Interview |

EXPERIENCE

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|---|--|---|--------------------------------|
| 1 | Experience of undertaking assessment as part of National Vocational Qualifications | D | Application form/ Interview |
| 2 | Experience of planning and delivering training in the workplace/classroom/workshop | D | Application form/ Interview |
| 3 | Experience of working within occupational area of Engineering | E | Application form/ Interview |
| 4 | Experience of liaising effectively with employers | D | Application form/ Interview |

PERSONAL

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| 1 | Excellent communication skills | E | Interview |
| 2 | Good team working skills and commitment to team working | E | Interview |
| 3 | A commitment to ongoing professional development | E | Interview |
| 4 | Driver's license, access to a vehicle and appropriate insurance to cover Business Use | E | Application form/ Interview |

STANDARD COLLEGE REQUIREMENTS

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| 1 | Commitment to College's Single Equality and Health & Safety Policies | E | Interview |
| 2 | Commitment to the delivery of excellent support to our students | E | Interview |
| 3 | Enthusiasm for the role of further education in building futures and changing lives | E | Application form/ Interview |
| 4 | The College is committed to safeguarding and expects all staff to share that commitment | E | Application form/ Interview/DBS/ References |
| 5 | Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)* | E | References/ Occupational Health Assessment |



**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*