Southport Education Group

Southport College

KGV SIXTH FORM COLLEGE

Job Description:

0.4 Lecturer/Performance Coach – Machining Technician & Maintenance and Operations Engineering Technician



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REF: TRA042-871

The role:

As an Apprenticeship Performance Coach, you will play a pivotal role in contributing to the strategic direction and operational effectiveness of the College. This position requires ensuring that your responsibilities are performed in a manner that reflects the high standards, vision, and values of the College. You will be instrumental in delivering key performance indicators and fostering continuous improvement across the College. Your role also involves promoting the College within the community, developing partnerships, and ensuring the well-being and safety of all students and staff. Additionally, a continuous commitment to professional development in assessing practice and industry specialism is essential.

Responsible to:

The postholder is responsible to the Apprenticeship Manager.

Key Accountabilities and Responsibilities:

Strategic and Operational Contribution:

- Support the strategic objectives and operational plans of the College.
- Implement initiatives to enhance the effectiveness and efficiency of apprenticeship programs.

Standards and Values:

- Uphold the College's standards, vision, and values in all professional activities.
- Ensure assessment practices align with the College's commitment to excellence.

Performance Indicators:

- Achieve and exceed key performance indicators (KPIs) related to apprenticeship programs.
- Contribute to continuous improvement processes within the College.

External Promotion and Partnerships:

- Actively promote the College to employers, sector bodies, schools, and the local community.
- Develop and maintain effective partnerships with employers, funding agencies, and other relevant bodies.
- Represent the College at external meetings and events to foster strong industry relationships.

Compliance and Frameworks:

- Stay current with the Apprenticeship funding framework and ensure all compliance obligations are met.
- Accurately upload and manage all required documentation and reports in accordance with the funding framework.

Safeguarding and Well-being:

- Proactively promote safeguarding practices, equality, diversity, and inclusion (EDI), health and safety, and the well-being of students and staff.
- Implement safeguarding policies and procedures effectively.

Mandatory Training and Professional Development:

- Complete all mandatory training requirements promptly.
- Engage in the College's Professional Development and Review (PDR) Scheme.
- Continuous professional development to enhance skills and knowledge relevant to the role.
- Maintain up-to-date expertise in assessing practice and industry specialism.

Functional Skills Integration:

- Embed Math's, English, and ICT functional skills into all areas of specialism.
- Ensure learners requiring Math's and English functional skills are signposted to appropriate resources and sessions.

Training Delivery:

- Plan, prepare, and deliver training in subject specialist areas within the College or at various offsite venues, including 1:1, small group, class, workshop, and large lecture settings.

Assessment and Review:

- Conduct initial assessment screenings and reviews with learners to ensure appropriate training program placement and progression.

Teaching Materials:

- Develop teaching and learning materials to meet the curriculum framework, enabling relevant, flexible, and successful engagement with employers and learners.

Student Caseload Management:

- Manage a caseload of students, ensuring timely completion within agreed timescales suitable for their level and individual needs.

Programme Management:

- Enrol, induct, teach, train, review, assess, and track learners using standard paperwork and updating IT systems such as OneFile. This includes recording the Individual Learner Journey, setting targets, and tracking attendance.

Information Provision:

- Ensure learners and employers receive necessary information on health & safety, equal opportunities, programme content, delivery, and assessment arrangements.

- Co-plan programme delivery and Off-The-Job training hours with the direct manager of the Apprentice, considering the needs of the Apprentice and employer.

Feedback and Progress Reviews:

- Provide comprehensive, detailed assessment and progress review feedback in conjunction with employers to identify learning and progression opportunities.

Student Assessment:

- Assess and teach/train students of all abilities in vocational areas, testing skills and related knowledge either in the workplace or College, involving local or national travel as needed.

Quality Teaching:

- Develop, plan, and deliver quality teaching/training in response to student needs, including marking, supporting portfolio building, and providing feedback.

Teaching Materials Development:

- Design, plan, produce, and adapt a range of effective and engaging teaching, learning, and assessment materials and activities to motivate students, incorporating supportive technologies.

Action Planning:

- Assist students with action planning, evidencing progress and achievements, and support them in using e-learning platforms for skill and knowledge development.

Skill Development:

- Identify and support opportunities for developing learners' English, Maths, and ICT skills both in the program and through workplace activities.

Data Management:

- Maintain effective data on student targets, progression, assessment activities, and achievements from training and assessment activities.

Collaborative Development:

- Work with others to develop engaging and effective teaching/training approaches, making appropriate use of learning technologies.

Coordination:

- Coordinate training and assessment activities in line with agreed block programs and required company visit frequencies.

Efficiency Maximisation:

- Maximise travel and accommodation efficiency to meet budget constraints.

Accurate Information:

- Provide accurate, timely information and advice to learners and employers regarding individual subject specialisms.

Exam Management:

- Manage exam bookings, organisation and invigilate tests as necessary.

Networking:

- Liaise with Assessors, Trainers, Mentors, and employers, building meaningful networks and ensuring they have the necessary information.

Team Participation:

- Participate as a full team member, contributing to the development, promotion, review, and delivery of programmes.

Employer Collaboration:

- Work with employers to develop training programs that meet their bespoke needs as required.

Quality Assurance:

- Participate in quality assurance initiatives, including assessment and verification procedures, contributing to the review and evaluation process for continuous improvement.

Assessment Documentation:

- Ensure accurate recording of assessment decisions and submission of high-quality documentation meeting compliance requirements.

Health and Safety Monitoring:

- Conduct initial and continuous Health and Safety assessments in the workplace, ensuring a safe learning environment for students.

Commercial Training:

- Deliver commercial training/assessment as agreed with your line manager.

Safeguarding:

- Safeguard learner wellbeing, including reporting child protection matters to the College Designated Safeguarding Team.

Values and Inclusion:

- Embed British Values, Equality, Diversity, Inclusion, and professional behaviours into program delivery and assessment

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 2 Maths and English or equivalent	E	A
Hold the relevant industry qualification at level 3	E	A
Certificate in Education, PGCE or recognised teaching qualification	D	A
Hold an Assessor's award A1 or equivalent	E	A
Hold an Internal Verification award V1 or equivalent (or willing to work towards)	E	A
Current professional membership status	D	A

Skills and Experience		
Relevant industrial experience and occupational competence	E	A/I
Understanding and experience of the delivery and assessment in subject area	E	A/I
Understanding of the monitoring of learners through development action planning and setting smart targets through progress reviews.	E	A/I
Experience of motivating and leading individuals to achieve results and performance targets	E	A/I
Able to prepare and deliver training	E	A/I
Experience of using IT to facilitate blended learning and assessment approaches	E	A/I
Have experience of successful team working and be committed to a team based approach	E	A/I

Personal Attributes		
Demonstrate exceptional organisational and planning skills with excellent timekeeping and attendance	E	I
Be able to work flexibly to meet the needs of others and those training especially students with different needs.	E	I
Understanding of health and safety in the workplace	E	I
Flexible approach regarding workplace and hours worked	E	I
Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E	I
Commitment to quality and excellence through evidence of continuing professional development	E	I

Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E	I
Depending on the area local or national travel may be required.	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

Up to £17,592.00 per annum

(For information, the full-time equivalent is up to £43,980.00 per annum)

Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 14 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days (137 hours) plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: **Monday 9th November 2026 (10:00am)**

Interviews will be held: **With one month of closing date**

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.