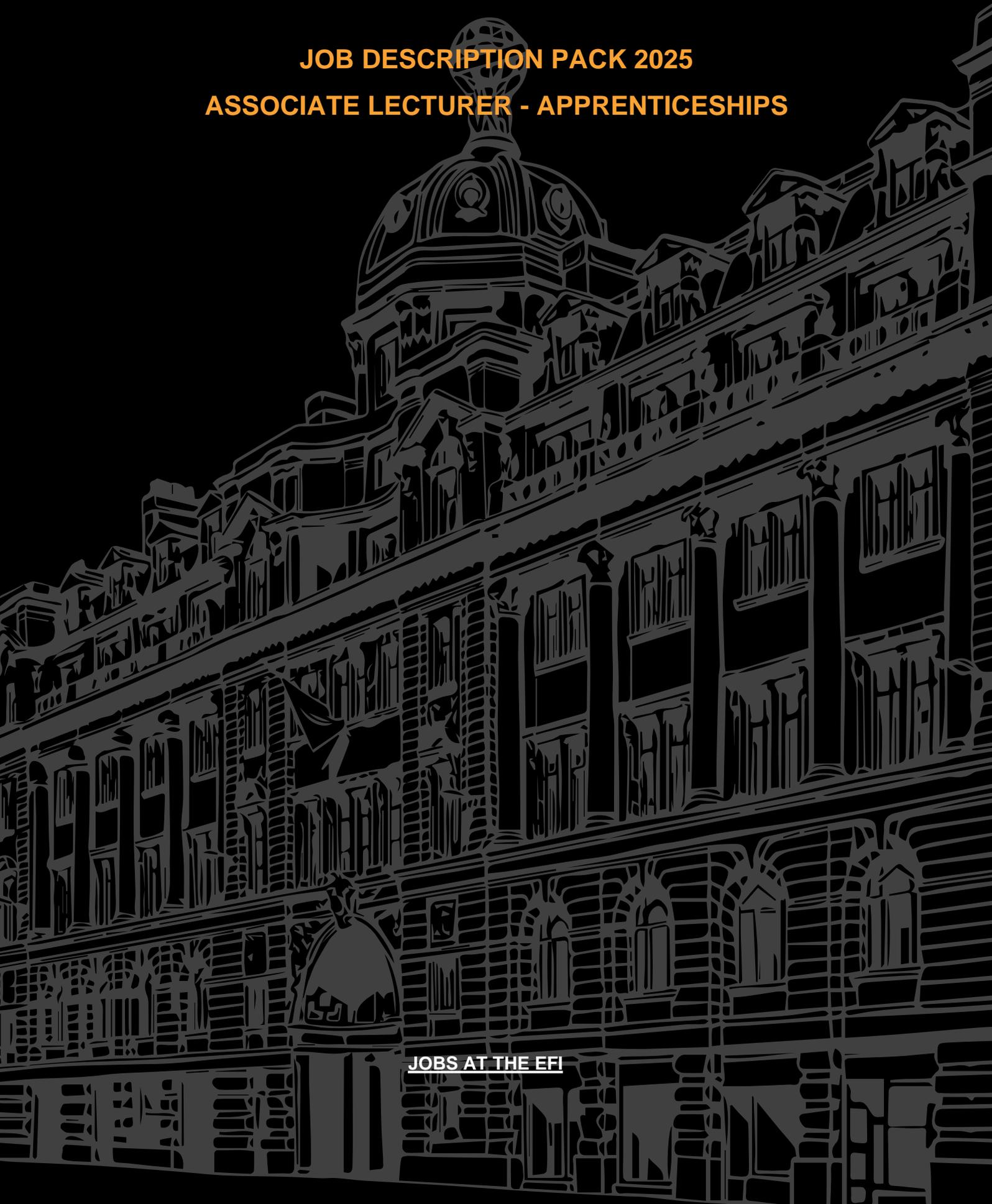


**EDUCATION  
FOR  
INDUSTRY  
TRAINING**

**JOB DESCRIPTION PACK 2025  
ASSOCIATE LECTURER - APPRENTICESHIPS**



**JOB AT THE EFI**

<b>Job Title:</b>	Associate Lecturer - Apprenticeships
<b>Division:</b>	Education for Industry Training (part of Education for Industry Group)
<b>Level:</b>	Associate Lecturer
<b>Accountable to:</b>	Head of Apprenticeship Delivery
<b>Key relationships:</b>	Senior Leadership Team, Senior Management Team, Heads of Departments, Course Leaders, Programme Managers, Lecturers, Wellbeing Team, Student Services Team, Curriculum and Delivery Teams, QAE Team Support Administration, Support and Professional Services Teams and Students
<b>Grade:</b>	Associate Lecturer Grade
<b>Hours:</b>	Fixed-Term Contract Flexible Hours
<b>Location</b>	FRA and EFI Training Academy: Electra House – London, Moorgate EC2M 6SE and LCBT Academy: 3-5 Fashion Street, London, E1 6PX

### About Education for Industry Group (EFI)

Education for Industry Group (EFI) is a charity that specialises in the creation and operation of industry-led specialist education & training, and its full ecosystem to deliver highly skilled, job-ready graduates to the sectors it serves. With a mission to transform lives, careers and industry through the creation and delivery of specialist education and training. Our brands are united by a common goal to create and deliver outstanding vocational and academic education in partnership with industry, each division operates independently while accessing centralised functions across Marketing, Finance, Operations and Student Services. Our current brands include:

	Born out of the industry in 2005 we are a specialist industry-led college that forecasts and meets the talent pipeline needs of fashion and retail industry.
	Created in 1997 and acquired by EFI Group in 2024, we are a specialist college that meets the talent needs of the beauty industry.
	Specialist workforce development training provider offering customisable in-service training and development including Apprenticeships.
	Founded in 2019 we are End Point Assessment and qualification development specialists.

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Education For Industry was established in 2024 with a clear-cut objective: to reshape lives, careers, and industries through specialised educational training. Our belief is rooted in the notion that industry-specific education fosters seamless connections between individuals and businesses, driving efficiency like no other.

With a proud alumni network exceeding 20,000 graduates across various sectors including fashion, retail, beauty, and hairdressing, we've been instrumental in nurturing top-tier talent. Our partnerships with esteemed brands ensure that our curriculum is enriched with real-world industry insights, enhancing the learning experience.

At Education for Industry, we are staunch advocates of inclusive education, firmly believing that everyone deserves access to opportunities, irrespective of background or circumstances. We are committed to breaking down barriers, promoting equality, and ensuring fair access for all students. Our core mission revolves around enhancing student engagement, retention, and progression, driving us forward with unwavering dedication.

### **About the role**

The Associate Lecturer will plan, organise and deliver exceptional teaching activities for a cohort, ensuring every learner receives the highest quality teaching, learning and feedback, successfully preparing them for progression in industry.

This role is suited to a subject specialist who is passionate about delivering a highly industry relevant and learner-centred curriculum.

They will be responsible for leading on the delivery and creation of industry relevant module content, in line with the course and wider programme objectives.

With the support of the Apprenticeship team, they will be responsible for quality monitoring and reporting of module progress and proactively initiating recommendations for improvement. They will personally adopt excellent teaching, learning and monitoring practices and will be dedicated to role modelling these and sharing knowledge within the team.

They will have strong people skills, the ability to lead, motivate and collaborate with colleagues to ensure the effective development and delivery of the module.

### **Key Accountabilities**

- Responsibility for planning and delivering outstanding teaching to an agreed timetable.
- Set, promote, and maintain a high level of educational and professional standards and best practice both in own teaching and in your conduct at the EFI.
- Proactively respond to curriculum development and new course initiatives to support an informed and engaging continuous curriculum development programme in relation to the courses engaged on.
- To positively contribute to the work of course teams, attending required course meetings, course committees, examination and assessment boards etc. and maintain accurate and up-to-date documentation and records as necessary for designated courses.

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- Fully participate in professional development, maintaining a professional level of subject expertise in relation to teaching and subject developments in field and industry.
- To maintain and continually develop professional relationships with industry as appropriate to the development, maintenance and delivery of the specific programmes engaged on.
- Provide effective professional feedback and assessment.

### **Key Responsibilities**

- Accurately mark the class register for each session you teach.
- Compile a scheme of work for each unit you teach and a lesson plan for each lesson you teach, in accordance with EFI templates.
- Prepare learning materials and learner assignments using EFI templates and compatible to EFI technology resources.
- Regularly populate and update the course(s) VLE (s) sites.
- Deliver lessons to an outstanding standard as required for the course level and to facilitate learning for all learners.
- Mark all learner assignments and referred work of classes for which you are responsible, within the allocated and agree timeframes.
- Submit learner grades and feedback within the allocated and agreed timeframes.
- Carry out tutorials and progress reviews – subject or pastoral.
- Attend and participate in curriculum development meetings and staff development seminars.
- Prepare and present, if required, for quality assurance visits.
- Cover for colleagues as required.
- Provide advice and guidance to learners.
- Provide valuable feedback, which directs learners to reach effective professional standards and stretches their capability.
- Research and other forms of scholarly activity.
- Supervise additional learner activity or visits programmed.
- Maintain accurate and up-to-date records as necessary.
- Participate in the observation of teaching and learning and acting upon feedback.
- Attending at least six line and course/programme management meetings per annum.
- Support any other administrative requirements relevant to the effective management of the course/programme engaged on.

### **Programme Quality & Design**

- Ownership for programme quality, working closely with Apprenticeship and Curriculum Team.
- Manage and maintain the Programme Timetable as directed.
- Coordinate schemes of work, lesson plans, assessment briefs and teaching materials for the programme as directed.
- Ensure all programme documentation and content is stored and kept up-to-date on central systems, including OneFile.
- Work with appointed End Point Assessment Organisation to set assessment briefs in-line with EPA methods.

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- Ensure End Point Assessment requirements are embedded in the programme to enable the learner to be prepared for EPA.

### Working with Industry

- Attend Client meetings where required, taking a leading role in learner progress updates.
- Liaise directly with Clients on learner welfare and academic progress.
- Flag and resolve learner issues and escalate to Apprenticeship Team where required.
- Support Programme Engagement activity to support Client recruitment where required and agreed in advance.

### Other

- Provide monthly timely Learner Progress Reports to the Apprenticeship team.
- Ensure you have a comprehensive and up-to-date understanding of the Apprenticeship Framework/Standard that the programme is based around.
- Ensure you have a comprehensive and up-to-date understanding of the assessment requirements of the Framework/Standard.
- Promote and ensure that EFI services, policies and procedures are adhered to.
- Maintain a professional relationship with the industry as appropriate to the development, maintenance and delivery of the specific academic, vocational and professional programmes within the EFI.

### In line with all staff

- To act in the interests of the EFI at all times
- To support the delivery of the EFI's strategy as it relates to this post
- To perform any other duties consistent with this position as may from time to time be assigned to you by the CEO and Principal or its designate, or as may reasonably be required anywhere within the EFI
- To be committed to your own development through the effective use of the EFI's performance review and staff development processes
- To work collaboratively with the wider business and support the work of the curriculum delivery, professional services and support functions teams as may reasonably be required in the delivery of the EFI's strategic plans
- **Safeguarding.** Comply at all times with the EFI's safeguarding policy and play an active role in maintaining and promoting students' safety, security and well-being in their learning environment
- **Equality and diversity.** To be committed, adhere to and promote the EFI's Equality and Diversity policy at all times
- **Health and Safety.** Comply with and raise awareness of health and safety in line with FRA policy and procedures
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all EFI's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR

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## Person Specification

### Knowledge, Experience & Skills

- You will have a demonstrable track record as a management professional.
- You will have experience delivering qualification-based programmes.
- You will have experience of delivering Apprenticeship Standards.
- You will have experience of coaching and mentoring learners to achieve high levels of success and outcomes.
- You will have experience of helping learners to relate learning to work and the ability to contextualise theory within the learner's work role and culture.
- You will have a proven track record of delivering learner portfolios and assignments on time and to agreed standards.
- You will have experience of building and developing strong relationships with employers and communities.

### Education and qualifications

- You will have a relevant and sufficient qualification in the subject areas.
- *A relevant industry related qualification at Level 3 or above (desirable).*

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### **More Information/Contact us**

To arrange an appointment for an informal discussion about the role and our organisation please email [recruitment@efigroup.ac.uk](mailto:recruitment@efigroup.ac.uk)

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