JOB DESCRIPTION

POST TITLE:	Technical Trainer
GRADE:	Harmonised Salary Scale Point 24-26 (including market rate supplement)
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.
DEPARTMENT:	(varies across college)
RESPONSIBLE TO:	Curriculum Manager/Director of School

Position Summary

The Technical Trainer is responsible for delivering high-quality practical and technical training programmes whilst also providing technical, practical and administrative support to curriculum staff and learners. The role combines workshop and classroom delivery with the management of industry-standard learning environments, equipment, resources and materials.

The postholder will deliver approximately **540 hours of teaching, training and workshop-based instruction per annum**, supporting learners to develop the technical knowledge, practical skills and professional behaviours required for their chosen industry. In addition, the postholder will ensure training facilities, equipment and resources are maintained to a high standard, enabling safe, effective and engaging learning experiences.

To be successful in this role your duties will include:

Main Duties and Responsibilities

- Deliver high-quality training sessions, workshops and demonstrations across designated curriculum programmes.
- Deliver approximately 540 guided learning hours per annum through scheduled teaching, practical instruction, workshop delivery and learner support activities.
- Plan and prepare training sessions, learning materials and resources that meet curriculum and awarding body requirements.
- Demonstrate industry-standard techniques, processes and best practice.
- Support learners to develop technical competence, employability skills and professional behaviours.
- Assess learner progress through practical observations, questioning and assessment activities.
- Provide constructive feedback that supports learner achievement and progression.
- Maintain accurate records of learner attendance, progress and assessment outcomes.
- Contribute to the development and review of schemes of work, learning resources and assessment materials.
- Support apprentices, full-time students and adult learners as appropriate.
- Promote equality, diversity, inclusion and safeguarding throughout all training activities

Technical Support

- Prepare equipment, tools, materials and resources required for practical teaching sessions.
- Set up workshops, laboratories, classrooms and learning environments to support teaching and assessment activities.
- Provide technical assistance to teaching staff during practical lessons and demonstrations.
- Support students in the safe use of equipment and resources under the direction of teaching staff.
- Undertake routine maintenance, testing and minor repairs of equipment as appropriate.
- Report equipment faults and arrange servicing or repairs when required.

2. Resource Management

- Monitor and maintain stock levels of consumables, materials and equipment.
- Order supplies in accordance with college procurement procedures.
- Maintain accurate inventory and asset records.
- Ensure resources are stored appropriately and securely.
- Assist in the development of resource banks and preparation of teaching materials.

Student Support

- Provide practical guidance and support to students during learning activities.
- Promote safe and professional working practices at all times.
- Support students in developing industry-standard skills and behaviours.
- Encourage learner engagement and provide assistance to students requiring additional support.

Administration and Data

- Maintain records relating to equipment, stock control, maintenance schedules and resource usage.
- Assist curriculum teams with administrative tasks associated with practical delivery.
- Support preparation for internal and external inspections, audits and quality reviews.
- Contribute to the collection of evidence required for awarding organisations and regulatory bodies.

Quality Improvement

- Support the curriculum area's quality improvement activities.
- Participate in team meetings and staff development activities.
- Contribute ideas for improving learning environments, resources and equipment.
- Keep knowledge and skills up to date with developments within the sector.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.

2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.

3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.

4. Act as an ambassador for the Group, being positive and professional at all times.

5. Comply with all legislative and regulatory requirements.

6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.

7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.

8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Technical Trainer	**Department:**	Construction

Qualifications:	**Essential/ Desirable**	**Assessed**
Level 2 or above in maths or English	**E**	**A**
Level 3 qualification in a relevant vocational or technical discipline	**E**	**A**
Recognised assessor qualification or willingness to work towards one	**D**	**A**
Teaching or training qualification, or willingness to achieve within an agreed timescale	**D**	**A**
First Aid qualification	**D**	**A**
Relevant Health and Safety qualification.	**D**	**A**
Experience:		
Experience of delivering practical skills training, coaching or instruction	**E**	**A**
Ability to deliver engaging practical and classroom-based training.	**E**	**A**
Experience of working in a technical, workshop, laboratory or practical learning environment.	**E**	**A**
Relevant industry experience	**E**	**A**
Experience of working within Further Education	**D**	**A**
Experience of maintaining equipment and resources.	**E**	**I**
Understanding of Health and Safety requirements within an educational or industrial setting	**E**	**I**
Experience of stock control and resource management	**E**	**I**
Skills/Knowledge:		
Strong organisational skills	**E**	**I**
Knowledge of awarding organisation requirements relevant to the curriculum area	**D**	**I**
Ability to work proactively and manage multiple tasks.	**E**	**I**
Confident communicator with strong interpersonal skills.	**E**	**I**
Good digital skills	**E**	**I**
Accuracy, attention to detail, and ability to work confidentially.	**E**	**I**
Customer-focused and solution-focused approach	**E**	**I**
Other Requirements:		
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	**E**	**I**
Commitment to equality, diversity and inclusion.	**E**	**I**
Willingness to work flexibly and undertake CPD aligned to the evolving curriculum needs.	**E**	**I**

E = Essential **D = Desirable** **A = Application** **I = Interview** **T = Test**

Produced by:	C Godfrey	**Date Produced:**	September 2026