The Lincoln College Group

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1156P: Apprenticeship Progress Coach – Mechanical Engineering & Automotive

SALARY	GRADE	HOURS
£27,153 - £30,727 per annum	CSS Scale 5/6	37.5

REPORTING TO

Curriculum Lead – Engineering Apprenticeships

DEPARTMENT

Apprenticeships

LOCATION

Lincoln

BE READY...

disability confident EMPLOYER | MINDFUL EMPLOYER | Happy to talk Flexible Working | EMPLOYER RECOGNITION SCHEME GOLD AWARD | You Matter

Job Purpose:

To provide high-quality additional learning support, pastoral coaching and progress monitoring for apprentices, ensuring they successfully complete their programme from induction through to End-Point Assessment (EPA)/Apprenticeship Assessment.

The Apprentice Progress Coach – Mechanical Engineering and Automotive will ensure all apprentices, including those with additional learning needs, make sustained progress, develop the knowledge, skills and behaviours (KSBs) required, and are fully prepared for their next steps in employment or further training.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To deliver the induction for new apprentices.
2. To provide initial pastoral support, and where appropriate, referring to appropriate support services both within and outside the College.
3. To liaise with Apprenticeship Learning Support Administration Officer/Assessor as required and ensure support is put in place for any student who has identified a need for learning support.
4. To provide impartial careers education, information and advice, and referring to career guidance where appropriate, as part of a structured programme.
5. To support development and delivering the curriculum intent to add value beyond the qualification.
6. To communicate clearly and in advance the key apprenticeship timelines to those supporting an apprentice.
7. To conduct regular reviews to provide pastoral support.
8. To work closely with all partners and stakeholders throughout the delivery of the apprenticeship to develop strong relationships.
9. To proactively upsell services and training to existing and returning clients including adult education funded programmes and commercial training.
10. To ensure all learners and employers have access to the appropriate systems, college events and college activities.
11. To support marketing events and engage with employers to promote the college's apprenticeship provision.
12. To respond promptly to employers' requests and maintain excellent working relationships (in line with service level agreements), including offering advice of further apprenticeship pathways.
13. To attend regular meetings with associated college staff members such as Training and Skills Lead (TSL) and Learner Engagement Team to monitor/report on progression and highlight 'at risk' learners.
14. To identify business leads, liaising closely with the employer engagement/sales team and progressing all employer referrals to the BDO Team.
15. To assist with duties relating to learners and employers as follows:
16. To visit the work place to support learners and employers
17. Attendance at reviews, case conferences and programme review team meetings to advise on progress in work placements where required.
18. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
19. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
20. To maintain quality standards, appropriate to the post.
21. To conform with the Health and Safety requirements relevant to the post.
22. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 4 Award in Education and Training or Willingness to work towards.	A/I
2	Understanding and appreciation of Apprenticeship delivery and Assessment.	A/I
3	Internal verification qualification (A1, TAQA, CAVA) or Willingness to work towards.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Ability to deliver high-quality group learning sessions.	A/I/T
5	The ability to respond to individual learner's needs.	A/I/T
6	Strong coaching, mentoring and pastoral support skills.	A/I/T
7	Excellent presentation skills and proven success rates and achievement data.	A/I/T
8	The ability to communicate effectively with a wide range of people.	A/I/T

	Experience	PSM
9	Proven competence of delivery in Mechanical Engineering/Automotive related programmes.	A/I
10	Previous experience of apprenticeship provision.	A/I
11	Proven competence of assessing learners with a variety of methods within a vocational based context.	A/I
12	Relevant industrial experience in coaching, mentoring and supporting learning.	A/I

	Work Related Circumstances	PSM
12	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
13	Ability and willingness to work flexibly.	A/I

	Skills/Abilities - Other	PSM
14	Appropriate levels of IT skills to undertake relevant duties, i.e. Word, Excel and PowerPoint (MS Office) or the willingness and ability to undertake relevant training.	A/I
15	Demonstrates a proactive commitment to safeguarding by recognising concerns, taking appropriate action and following procedures to protect and promote the welfare of children and young people.	A/I
16	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

Prepared By:	Curriculum Lead – Engineering Apprenticeships
Date:	November 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *Be Ready...*

REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because You Matter.

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with...

Community

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

Accountability

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

Respect

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

Excellence

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:



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