

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Curriculum Lead – Adult Learning	Post Number:	LC1207P
Daily Supervision:	Assistant Principal	Grade:	Lead Scale 1 – 3
Department:	Apprenticeships and Pathways	Last Updated:	February 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

1. To successfully lead and manage the adult education curriculum area teams through effective line management and performance management.
2. To assist with the management of the adult education curriculum portfolio which includes Online Learning, Community Learning and HGV driver training in order to meet the strategic objectives of the college, but particularly to improve success rates and destinations across all areas of the curriculum.
3. Create new course provision which meets the needs of employers and local residents.
4. To coordinate Internal Quality Assurance as prescribed by external verifiers and awarding organisations.
5. Working with the Assistant Principal, contribute to the growth and development of the curriculum area to meet local and national needs for adult education.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide dynamic leadership, management and team work that contributes to a culture of high expectations.
2. To undertake academic leadership of the online and community curriculum areas, with responsibility for the line management and development of a team of staff.
3. To assist the Assistant Principal with curriculum development, resource deployment, staff development, marketing and customer care.
4. To be accountable for the effective organisation and coordination of a range of courses and programmes. This includes, for example, ensuring the team has a Scheme of Work or planning documentation prepared for each subject/module/unit in accordance with awarding organisation syllabi in college format
5. To undertake a maximum of 8 hrs teaching per week commensurate with the role. This will include undertaking teaching or assessing activities, ensuring high quality provision in response to learners needs.
6. To observe learning, assessment and teaching within the Quality Assurance and Quality Improvement Framework across agreed curriculum areas to support appraisal and staff performance management.
7. To determine staff and course timetables within the curriculum area in consultation with the Assistant Principal and the Timetabling administrator.
8. To be responsible for monitoring retention, achievement and success and report to the Assistant Principal.
9. To maintain an overview of student progress on their programmes.
10. To induct and mentor new staff as required.
11. To manage the day to day running of the curriculum area including the maintenance of effective course level administration as required by the awarding body, including the coordination of IQA.
12. To oversee the induction and enrolment process and provide a student course handbook.
13. To liaise with internal and external bodies as required.
14. To be responsible for organising teaching/assessor/class cover as appropriate.
15. To be responsible for the setting up monitoring and tracking tools for students.
16. To chair regular team meetings.
17. To prepare SAR and QIP by the college deadline date. This includes maintaining Score Cards with up to date information.
18. Coordinate arrangements for external and internal examinations.
19. To ensure support is put in place for any student who has identified a need for learning support.
20. To accept responsibility for the implementation of the College's Equal Opportunities policy.
21. To maintain professional standards and expertise by undertaking relevant professional development.
22. To conform with the Health and Safety requirements relevant to the post.
23. To contribute towards the development of an inclusive learning environment.
24. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults 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	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A/I
2	Possession of an appropriate degree/professional qualification or work experience linked to the curriculum area being managed	A/I
3	Internal verification qualification	A/I
4	Higher Degree (desirable)	A/I

	Experience	PSM
5	Ability to demonstrate a strong record of performance and success of teaching/assessing/managing in the relevant curriculum area	A/I/T
6	Recent experience of adult education curriculum delivery, coordination/management & development within the curriculum area particularly in relation to improving success rates and teaching, learning and assessment	A/I

	Mindset	PSM
7	A clear and compelling purpose – experience of developing a purpose and strategy in line with corporate objectives	A/I
8	High performing leadership and teams – demonstrable leadership and management skills ensuring optimal levels of performance and accountability	A/I
9	A sharp focus on the numbers e.g. proven commercial sense and financial acumen, course performance	A/I
10	Lean efficient and sustainable and systems – proven ability to improve the efficiency and effectiveness of systems and processes	A/I
11	An enabled and liberated workforce – proven ability to motivate others to give their best	A/I
12	Exceptional communication – proven track record of excellent political, interpersonal and communication skills	A/I

	Additional Requirements	PSM
13	Evidence of 'championing' the Equality, Diversity and Inclusion agenda	A/I
14	Evidence of 'championing' the Health and Wellbeing agenda	A/I
15	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
16	A commitment to Health and Safety in the workplace	A/I

Prepared By:	Sean Knight – Assistant Principal in Apprenticeships & Pathways
Date:	March 2025

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

