

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	English and Mathematics Coordinator	Post Number:	CS1338P
Daily Supervision:	Andrew Jones	Grade:	CSS 5/6
Department:	English and Mathematics	Last Updated:	20-1-25

Our Purpose:

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

Our Mindset:



Job Purpose:

The English and Mathematics Coordinator will engage with employers, community organisations, and key stakeholders to develop an innovative and effective adult learning offer, with a particular focus on part-time adults, workplace learners, and emerging government-funded initiatives such as the 'Multiply' programme. The role involves supporting curriculum leads in delivering an excellent learning, teaching, and assessment experience for students while working closely with internal teams, including student welfare, safeguarding, marketing, and business development, to ensure cohesive and impactful provision.

Additionally, the coordinator will maintain strong relationships with both internal teams and external partners, including local authorities and specialist support agencies, to align provision with employer and learner needs. By supporting recruitment efforts and ensuring high levels of satisfaction and retention, the role contributes to the overall success of the adult learning provision while fostering a supportive and inclusive educational environment. This is an excellent opportunity to collaborate across multiple areas of the college and to build strong partnerships with key employers and stakeholders in the local and regional area.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Coordinate the delivery of English and Mathematics for both adult learners and 16-19-year-olds, including Functional Skills and GCSE qualifications. Manage timetabling and resource allocation, ensuring flexibility and appropriate support for workplace delivery, apprenticeships, and full-time programmes.
2. To undertake Mathematics and English workshops and inductions. To contribute to the maintenance of both tuition and programme management materials relevant to the areas of delivery within the context of the College's programme master file system.
3. Ensure the financial viability of the provision by optimising funding, achieving timely qualifications, and developing cost-effective, attractive provision for students and employers.
4. Proactively drive recruitment and improve quality across all delivery areas.
5. Provide advice and guidance to potential students about college courses, apprenticeships, and progression pathways.
6. Promote the wider college offer to potential students, employers, and stakeholders.
7. Oversee the operation of the English and Mathematics hub, ensuring that it provides a centralised and supportive environment for learners to develop their skills. Facilitate the smooth running of workshops, drop-in sessions, and structured learning activities within the hub, ensuring that learners of all levels can access tailored support.
8. Oversee the planning, interviewing, and assessing of applications for English and Mathematics qualifications, with a focus on adult part-time learners, workplace delivery (e.g. factory on-site learning), and apprenticeships. Support the implementation of national projects such as 'Multiply' to enhance numeracy skills in adult learners.
9. Work independently on own initiative and collaboratively as part of a team to resolve problems and achieve targets and deadlines.
10. Develop and maintain learning materials and digital platforms to support the English and Mathematics curriculum and government-funded initiatives such as 'Multiply'. Ensure the hub is well-resourced with both digital and physical learning tools, allowing students to practice and reinforce their skills.
11. Monitor learner progression across full-time, part-time, and workplace-based programmes, providing timely interventions to ensure successful qualification completions. Facilitate diagnostic assessments and interview processes to ensure learners receive appropriate support based on their individual needs.
12. Produce regular reports in agreed formats for various purposes, including management reviews, self-assessment, and operational needs, ensure accuracy and attention to detail when maintaining all records.
13. Support the curriculum leads with the timetabling of part-time adult courses, Functional Skills delivery at workplace settings, and GCSE programmes for full-time 16-19 learners. Ensure efficient scheduling to accommodate learners attending hub-based workshops, particularly those engaged in the 'Multiply' project or other government initiatives.
14. Support the directorate in monitoring key performance indicators such as attendance and retention.
15. Monitor the quality of teaching and learning, ensuring high standards are maintained across all delivery areas, including the English and Mathematics Hub. Support the evaluation of learner outcomes and implement improvements based on feedback from both staff and students.

16. Ensure compliance with college policies, ESFA funding requirements, and relevant audit standards in the delivery and claiming of qualifications. Maintain accurate records of learner progress and qualifications, ensuring detailed reporting for government-funded initiatives similar to the 'Multiply' programme.
17. Support the continuous professional development of English and Mathematics staff, focusing on skills for working within the hub environment and delivering to diverse learner groups. Provide opportunities for staff training to enhance their ability to support adult learners and workplace-based students.
18. Promote a safe and inclusive learning environment, ensuring the hub offers a welcoming space for learners from all backgrounds. Adhere to safeguarding policies and make reasonable adjustments for learners with additional needs.
19. Attend and contribute to departmental meetings, hub planning sessions, and external events related to English and Mathematics coordination. Undertake any additional duties as required by the assistant principal or senior leadership team to meet the needs of the department, the hub, and the college.
20. Promote exemplary health and safety practices in line with current legislation and college policies, ensuring a consistently safe and compliant learning and working environment for all students and staff.
21. Work across campuses and workplace locations as required to meet the needs of the provision.

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	A Level 4 qualification in Business Administration (or similar coordination qualification) or a willingness to undertake such a qualification.	A/I
2	GCSE English and Mathematics qualifications at a minimum grade 4 or be prepared to study these qualifications within the first year of appointment.	A/I
3	Strong understanding of Functional Skills, GCSE specifications, and adult education principles.	A/I/T
4	Comprehensive knowledge of market trends in further education and workplace-based learning.	A/I/T
5	Competent in the use of a range of IT applications, in particular all Microsoft Office.	A/I/T

	Skills/Abilities – Interpersonal	PSM
6	Exceptional organisational and project management skills with the ability to lead cross-functional teams.	A/I
7	Proven ability to build relationships with internal and external stakeholders.	A/I
8	Strong communication skills, both verbal and written, with the ability to influence and inspire staff, learners, and stakeholders.	A/I
9	Demonstrated expertise in building and maintaining customer relationships to enhance learner satisfaction and employer engagement.	A/I
10	Competence in using ICT to support coordination and communication tasks.	A/I/T
11	Proven knowledge and application of project management principles to plan, execute, and monitor tasks effectively.	A/I
	Experience	PSM
12	Experience in coordinating education provision, including workplace delivery and adult learning.	A/I
13	Experience of customer service and administration, including Initial advice and guidance.	A/I
14	Experience of English and Mathematics initial assessment and diagnostic assessment process.	A/I
15	Experience of working with employers and community organisations.	A/I

	Work Related Circumstances	PSM
16	Ability to travel across Lincolnshire and attend external meetings as required.	A/I
17	Flexibility to work evenings and weekends to meet learner and employer needs.	A/I
	Skills/Abilities - Other	PSM
18	Able to communicate and deal confidently with a wide variety of staff within the College including assistant principals; curriculum leads; teachers; assessors; customer services; admissions and exam department.	A/I
19	Able to present a professional image as the face and voice of the College and communicate and deal confidently with a wide variety of external people including learners; employer training managers; administration staff and community coordinators.	A/I
20	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
21	The ability to promote equality, diversity and inclusion throughout all aspects the role.	A/I

22	Able to deal confidently and prioritise a wide variety of tasks, working on own initiative.	A/I
23	Discreet and able to handle confidential matters and materials appropriately.	A/I
24	Have a current driving licence and access to a vehicle.	A/I
25	A commitment to cross-college and multi-agency working.	A/I

Prepared By:	Assistant Principal for English, Mathematics, ESOL and Supported Education	
Date:	January 2025	
Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

