

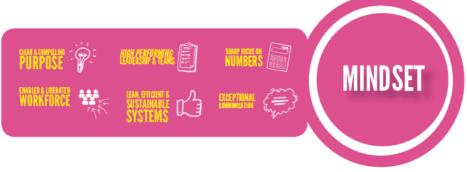
LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Curriculum Lead – Air & Space Institute	Post Number:	LC0605P
Daily Supervision:	Assistant Principal – ASI and Engineering	Grade:	Lead Scale 1 – 3 (£42,879 - £45,305 plus LAT Excellence Pay Point - £46,567
Department:	ASI & ENG	Last Updated:	October 2024

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 curriculum area teams through effective line management and performance management.
- 2. To assist with the management of the curriculum portfolio in order to meet the strategic objectives of the college, but particularly to improve success rates across all areas of the curriculum
- 3. Work with the Assistant Principal to set and achieve negotiated targets relating to student/apprentice enrolments, quality of learning and overall success.
- 4. To coordinate IQA 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.











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 disciplines within the curriculum area, 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/apprentice 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/apprentice course handbook.
- 13. To conduct internal and external employer engagement to support curriculum design and improve learner destinations.
- 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/apprentices.
- 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/apprentice 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.











	Knowledge	PSM
1	Certificate in Education, PGCE or equivalent or the ability and	A/I
	willingness to obtain a level 4 professional teaching qualification within	
	2 years of commencing employment (4 years for fractional posts)	
2	Possession of an appropriate degree or professional qualification	A/I
	linked to Aviation or Aeronautical Engineering	
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 on aviation, aerospace and space related	A/I/T
	programmes	
6	Recent successful experience of curriculum delivery,	A/I
	coordination/management & development within aviation, aerospace	
	and space related programmes - particularly in relation to improving	
	success rates and learning, assessment and teaching	

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

	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	A/I
	wherever applicable	
16	A commitment to Health and Safety in the workplace	A/I

Prepared By:	Assistant Principal – ASI and Engineering
Date:	October 2024

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