The Lincoln College Group

# LINCOLN COLLEGE GROUP

# JOB DESCRIPTION

**JOB TITLE & NUMBER**

LC1400P: Progress Coach – A Levels

| SALARY | GRADE | HOURS |
|---|---|---|
| £26,775 - £29,409 pro rata per annum | LC Support Scale 5/6 | 29.6 |

**REPORTING TO**

Curriculum Lead – A Level & Academic Study Programmes

**DEPARTMENT**

A Levels

**LOCATION**

Lincoln

BE READY...

## Job Purpose:

We are thrilled to announce an exciting opportunity to join our dynamic team as a Progress Coach working alongside the A-Level curriculum team. We seek a passionate individual who can deliver insightful, engaging, and relevant personal development tutorials, in line with the government guidelines, to groups of students as part of the College's CPD programme.

Your contributions will empower students to enhance their knowledge beyond their academic and vocational courses. In this role, you will provide targeted one-to-one coaching, essential support, and careers information and advice, helping students boost their skills, knowledge, and confidence, and preparing them for their next steps. This will enable them to thrive both professionally and socially in today's diverse Britain.

Through innovative group and personal tutorials, you will highlight the significance of British Values, fostering an environment of tolerance and respect. Additionally, you will help promote positive attitudes towards healthy living and healthy relationships alongside addressing the critical issues of radicalisation and extremism, relating them to students' own lives.

Collaboration is key, so you will work closely with various College services and external agencies to ensure students have the resources and support needed to overcome challenges and achieve remarkable progress in their studies and beyond.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provide incisive, purposeful, relevant tutorials to groups of students in order to enable them to expedite their gains in wider knowledge and skills beyond the purely academic, vocational and technical.
2. As a team member, contribute to ensuring the College's timetabled CPD programme is fit for-purpose and comprises the delivery of relevant, appropriate and current topics affecting life in modern Britain.
3. Conduct purposeful one-to-one tuition, advice, guidance and support with students in order to enable them to advance their knowledge, skills and confidence and make a positive contribution both in their working and social lives in today's modern Britain.
4. Through group and individual tutorials, ensure that students fully grasp the importance of British Values, the need to act with tolerance and respect at all times and fully understand how the dangers of radicalisation and extremism relate to all aspects of their lives.
5. Work in partnership with relevant College services and external agencies to ensure students are fully equipped and supported to overcome any barriers to success and make swift progress in their studies and wider lives.
6. Input, track and evaluate learners' progress against their set targets across each academic year; work with learners to support, challenge and facilitate their swift progress throughout their studies.
7. Master the College's appropriate electronic systems to ensure all tracking and monitoring of students' behaviour, progress and achievement are recorded incisively.
8. Liaise frequently with students' academic, vocational and technical teachers to ensure that appropriate targets are agreed, set, monitored and evaluated regularly with students. That these targets include learners' attendance, punctuality, retention, behaviour, progress, achievement and the challenge to excel and secure high grades (where appropriate).
9. Work a core, set volume of 19 hours per week delivering tutorials to groups and individual students.

10. To frequently work effectively with Student Support services as appropriate and ensure specific intervention is put in place for any student who has an assessed and identified need for learning support.
11. To help provide appropriate information, advice and support to learners on their next steps and progression opportunities by working effectively with the College's Careers, Information and Guidance Service. Help ensure that learners are fully aware of the range of career opportunities that are available to them.
12. 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.
13. 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.
14. To maintain quality standards, appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. 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 | Teaching qualification at Level 3 or above or the ability and willingness to obtain a Level 4 professional teaching qualification within two years of commencing employment. | A/I |
| 2 | Hold a minimum of Level 2 qualifications in English and Mathematics. | A/I |
| 3 | Information, advice and guidance qualification at Level 2 or above or the ability and willingness to obtain a Level 2 Information, advice and guidance qualification within two years of commencing employment. | A/I |

| | Skills/Abilities – Interpersonal | PSM |
|---|---|---|
| 4 | Excellent communication skills (both written and oral). | A/I/T |
| 5 | Demonstrable ability to enable learners to make swift progress and excel in their wider tutorial learning and make clear gains in knowledge and skills. | A/I/T |
| 6 | Agility to handle difficult or challenging situations in a calm but resilient manner and always maintain the key focus is the learners' experience and outcomes. | A/I/T |
| 7 | Ability to use appropriate electronic systems to set, track, monitor and evaluate learners' progress against their targets. | A/I |
| 8 | Proven ability to collaborate, influence and network internally and externally in order to continually improve outcomes for learners. | A/I |
| 9 | Ability to work in a non-discriminatory manner at all times. | A/I/T |

| | Experience | PSM |
|---|---|---|
| 10 | Experience of effectively working with young people and enabling them to make swift progress and excel, ideally with experience within the policing or public services sector, but not essential. | A/I |
| 11 | Recent successful experience of providing effective individual and group tutorials with young people. | A/I |
| 12 | Experience of supporting young people to overcome barriers to learning, including safeguarding, mental health issues and enabling them to flourish and prosper. | A/I |
| 13 | Experience of working productively with internal services and external agencies in order to continually improve outcomes for learners. | A/I |

| | Skills/Abilities - Other | PSM |
|---|---|---|
| 14 | Willingness to conduct relevant and continuous professional development. | A/I |
| 15 | Willingness to work a core, set volume of 24 hours per week delivering tutorials to groups and individual students with an additional two hours per week providing relevant impartial advice, guidance and support to learners. | A/I |
| 16 | Competent fluency of digital skills to provide coaching on enhanced learning technologies within teaching and assessment. | A/I |
| 17 | Responsibility for safeguarding and promoting the welfare of children wherever applicable. | A/I |
| 18 | The ability to promote equality, diversity and inclusion throughout all aspects of the role. | A/I |

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|---|---|
| **Prepared By:** | Dave Kirkbright – Curriculum Lead – A Level & Academic Study Programmes |
| **Date:** | October 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:

The Lincoln College Group