

REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

Post Title:	Interim Curriculum Lead – Complementary Medicine & Musical Instrument Craft	Post Number:	LC1409F
Daily Supervision:	Assistant Principal – Higher Education	Grade:	Lead Scale 1 – 3
Department:	Higher Education	Last Updated:	September 2025

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 teamwork 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 observe learning, assessment and teaching within the Quality Assurance and Quality Improvement Framework across agreed curriculum areas to support appraisal and staff performance management.
6. To determine staff and course timetables within the curriculum area in consultation with the Assistant Principal and the Timetabling Administrator.
7. To be responsible for monitoring retention, achievement and success and report to the Assistant Principal.
8. To maintain an overview of student/apprentice progress on their Programmes.
9. To induct and mentor new staff as required.
10. 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.

11. To oversee the induction and enrolment process and provide a student/apprentice course handbook.
12. To liaise with internal and external bodies as required.
13. To be responsible for organising teaching/assessor/class cover as appropriate.
14. To be responsible for the setting up monitoring and tracking tools for students/apprentices.
15. To chair regular team meetings.
16. To prepare SAR and QIP by the college deadline date. This includes maintaining Score Cards with up to date information.
17. Coordinate arrangements for external and internal examinations.
18. To ensure support is put in place for any student/apprentice who has identified a need for learning support.
19. To accept responsibility for the implementation of the College's Equal Opportunities policy.
20. To maintain professional standards and expertise by undertaking relevant professional development.
21. To conform with the Health and Safety requirements relevant to the post.
22. To contribute towards the development of an inclusive learning environment.
23. 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
2. Possession of an appropriate degree or professional qualification	A
3. Internal verification qualification	A

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

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

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



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:

