

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Curriculum Director of ASI	Post Number:	LC1416P
Daily Supervision:	Vice Principal – Performance, Standards and Student Experience	Grade:	c. £85k (including employer pension contributions)
Department:	Senior Leadership Team	Last Updated:	November 2025

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

1. To lead as the senior leadership figurehead for the ASI in Newark.
2. To work with the Senior Leadership Team to lead the growth and development of the curriculum area to meet local and national needs.
3. To forge regional, national and international partnerships to position the ASI as a high profile institute.
4. To successfully lead and manage curriculum area teams through effective line management and performance management.
5. 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.
6. To lead and inspire on the achievement of Lincoln College's strategic priorities, and the delivery of the strategic and operational requirements of the college's defence, air and space portfolio.
7. To have specific responsibility for leading ASI area staff and students across all funding lines.
8. To take responsibility for the co-ordination, development and quality assurance at ASI.



Principal Duties and Responsibilities:

1. To lead on all issues related to the planning, funding and delivery of the FE curriculum and commercial activity within the ASI; inclusive of higher education and full cost.
2. To undertake academic leadership of the disciplines within your curriculum area, with responsibility for a team of staff.
3. To observe learning, assessment and teaching within the Quality Assurance and Quality Improvement Framework across ASI curriculum areas to support appraisal and staff performance management.
4. To maintain, strengthen and build partnership relationships across the following areas:
 - a. 'Civic' with East Midlands Mayoral Combined Authority, County and District councils;
 - b. 'Education' with primary and secondary schools, further education colleges, higher education institutions (HEIs), the National Space Academy and the ASI in KSA;
 - c. 'Commercial' with local, regional and national employers, RAF, aviation, aerospace and space sectors;
 - d. 'Community' by working with the Head of Newark Campus to optimise community relationships with the ASI.
5. To develop a strong partnership with ADI in the KSA optimising educational opportunities as well as international commercial partnerships where appropriate, including occasional visits to KSA.
6. To assist with curriculum development, resource deployment, staff development, marketing and customer care.
7. To maintain an overview of student/apprentice progress on their programmes.
8. To manage the day to day running of ASI including the induction and mentorship of new staff as required and to chair regular team meetings.
9. To conduct internal and external employer engagement to support curriculum design and improve learner destinations.
10. To prepare Self-Assessment Reports and Quality Improvement Plans by the college deadline dates for ASI curriculum
11. To grow apprenticeship and commercial aviation training in conjunction with the College's Business Development team.
12. To represent the best interests of ASI, working collaboratively with other providers to deliver grant funding solutions in the East Midlands and to proactively seek out Sector development opportunities and actively support the work of other Directorates across college.
13. To represent ASI with local stakeholders, creating employer engagements boards of their curriculum areas and develop effective links.
14. To be responsible for the overall management of the ASI budget, employer engagement, student and commercial targets.
15. To deliver increase output in terms of class sizes, curriculum/commercial interaction and staff utilisation ensuring value for money and resource efficiency across the ASI area.
16. To lead and support colleagues involved in any review of ASI and manage inspection arrangements.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy.
18. To maintain professional standards and expertise by undertaking relevant professional development.
19. To conform with the Health and Safety requirements relevant to the post.
20. To contribute towards the development of an inclusive learning environment.
21. 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. Educated to Degree level or equivalent professional experience.	A/I
2. Achievement of a Level 7 Management Qualification or equivalent experience at an advanced level.	A/I
3. A thorough understanding of leading funding methodologies and appropriate methods of maximising income and developing new business opportunities.	A/I
4. Working knowledge of defence, aviation and space sectors.	A/I
5. Sound understanding of leading in the further and higher education sectors.	A/I

Skills/Abilities – Interpersonal	PSM
6. Excellent communication skills (written and oral).	A/I
7. The ability to form, maintain & develop productive relationships with key stakeholders at local, regional & national level.	A/I
8. The ability to form, maintain & develop productive relationships with peers.	A/I
9. The ability to effectively delegate & manage the performance of others.	A/I
10. The ability to demonstrate the key behaviours of the Lincoln College Code.	A/I

Experience	PSM
11. Significant senior management experience in the education sector.	A/I
12. Experience of curriculum and quality strategic planning.	A/I
13. Sound financial strategy, planning and management.	A/I

Work Related Circumstances	PSM
14. Possession of a full driving licence and the ability to undertake business travel.	A/I
15. The ability and willingness to undertake relevant staff development.	A/I

Skills/Abilities - Other	PSM
16. Evidence of 'championing' the Equality and Diversity agenda.	A/I
17. Evidence of 'championing' the Health and Wellbeing agenda.	A/I
18. A commitment to Health and Safety in the workplace.	A/I
19. The ability to take responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Principal and CEO
Date:	November 2025

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:

