

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

LC1431P: Programme Leader (NEET)

SALARY

£44,455

GRADE

LTAP (Academic)

HOURS

37

REPORTING TO

Head of Student Services

DEPARTMENT

Student Services

LOCATION

Lincoln

BE READY...

Job Purpose:

The Programme Leader (NEET) will lead and coordinate the College's provision for young people who are Not in Education, Employment or Training (NEET) or at risk of becoming NEET.

The role blends high quality teaching, learner mentoring, tutorial support and enrichment activity, alongside curriculum leadership and partnership work.

The Programme Leader (NEET) will lead the NEET team to design and deliver inclusive learning programmes and assessments, working closely with learners to enable them to successfully achieve their qualifications and sustain positive destinations.

The Programme Leader will embody and model the College's Academic Staff Behaviours framework - Impact, Communication, Professionalism, Collaboration, Wellbeing & Mental Health, and Coaching through their teaching practice and leadership.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Plan and deliver engaging, inclusive learning programmes that meet diverse learner needs, including personal development, soft skills, employability, teamwork, social action, career exploration and progression pathways.
2. Embed English, maths and digital skills across all learning activities.
3. Deliver high quality teaching that demonstrates strong Impact, clear Communication and positive Coaching behaviours.
4. Lead enrichment and engagement activities that broaden learners' experiences and support personal growth.
5. Identify and engage NEET and at-risk young people through data, referrals and partnership working
6. Carry out initial assessment and triage to understand needs and barriers
7. Plan a program of study that meets the individual needs, interests, and abilities of all students.
8. Create a classroom environment that is conducive to learning and is developmentally appropriate to the maturity and interests of all students.
9. Support young people into appropriate education, training or employment pathways
10. Work in a supportive, inclusive and youth centred way with learners who may face complex challenges
11. Support progression into study programmes, apprenticeships, traineeships or employment
12. Track engagement, participation and destinations
13. Support learners to transition successfully and sustain their destination
14. Act as the College's key contact for NEET coordination with Local Authorities, youth services, Jobcentre Plus and third sector partners
15. Attend partnership meetings, panels and engagement events
16. Build effective working relationships with employers and training providers
17. Work closely with curriculum, pastoral, project you SEND and safeguarding teams
18. Support transition, induction and alternative provision activity
19. Contribute to the development of flexible pathways for NEET learners
20. Ensure safeguarding and welfare considerations are embedded in all activity
21. Maintain accurate records and escalate concerns appropriately
22. Produce regular reports on activity, outcomes and impact
23. 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.
24. 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.
25. To maintain quality standards appropriate to the post.
26. To conform with the Health and Safety requirements relevant to the post.
27. 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

Qualifications		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 linked to the curriculum area being managed	A
3	Safeguarding Level 2 (or willingness to complete on appointment)	A

Knowledge		PSM
4	Understanding of NEET issues, post-16 education, and youth engagement	A/I
5	Knowledge of inclusive teaching, assessment and behaviour management approaches	A/I
6	Understanding of safeguarding, welfare, SEND frameworks and multi-agency working	A/I
7	Awareness of local labour market and progression routes	A/I

Skills/Abilities – Interpersonal		PSM
8	Ability to engage, motivate and inspire learners through high-quality teaching	A/I/M
9	Empathetic, resilient and learner-focused with a strong professional judgement and discretion	A/I
10	Strong communication and relationship-building skills	A/I
11	Ability to plan engaging activities, manage behaviour positively and support learner progress	A/I
12	Strong relationship-building skills and a commitment to safeguarding	A/I

Experience		PSM
13	Experience working with NEET or disengaged young people	A/I
14	Experience of delivering teaching, training or structured learning sessions (formal or informal)	A/I
15	Experience supporting young people with barriers to engagement or progression	A/I
16	Experience of working with external multi-agencies or partners	A/I

Interpersonal & Behavioural (Academic Staff Behaviours)		PSM
17	Demonstrates a confident, positive presence that engages and motivates learners (Impact)	A/I/M
18	Communicates clearly, adapting tone and approach to meet diverse learner needs (Communication)	A/I/M
19	Acts with integrity, professionalism and sound judgement in all learner-facing and partnership activity (Professionalism)	A/I/M
20	Builds positive, respectful relationships with learners, colleagues and external partners (Collaboration)	A/I/M
21	Promotes wellbeing, inclusion and psychological safety, responding appropriately to learner needs (Wellbeing & Mental Health)	A/I/M
22	Provides constructive guidance, feedback and modelling to support learner development (Coaching – Teaching Practice)	A/I/M

Other Work-Related Requirements		PSM
23	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A
24	Ability and willingness to work flexibly.	A
25	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
26	Ability to actively promote equality, diversity and inclusion across all aspects of learner engagement, programme delivery and partnership working.	A/I

Prepared By:	Sam Rees - Head of Student Services
Date:	April 2026

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

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:

