

# LINCOLN COLLEGE GROUP

# JOB DESCRIPTION

## JOB TITLE & NUMBER

LC1435F: CPD Programme Lead (Temporary to Cover Secondment)

## SALARY

£36,296 - £39,469 pro rata per annum

## GRADE

LC Support Scale PO1

## HOURS

14.8

## REPORTING TO

Head of Library & Careers Guidance

## DEPARTMENT

Library

## LOCATION

Lincoln

BE READY...

## **Job Purpose:**

To lead and coordinate cross-college tutorial provision, ensuring that progress coaches help students develop knowledge and skills beyond academic, vocational, and technical areas. Progress coaches should significantly enhance learners' personal development, health, and wellbeing, thereby supporting the College in providing exceptional personal development in line with the Ofsted Education Inspection Framework.

To work effectively with curriculum staff, cross-college services, and external organisations to prepare students for life in multicultural modern Britain. Ensure the tutorial programme is relevant and challenges learners to deepen their understanding and commitment to responsible citizenship, including British Values and awareness of the dangers of radicalisation and extremism. Progress coaches should support students in making positive contributions to College life, their communities, and their personal and professional lives.

To ensure that progress coaches provide helpful information, advice, and guidance that enable students to have a clear grasp of their career ambitions, and what they need to do to achieve them. Work collegiately with the careers, guidance team, and teachers to ensure that learners progress to purposeful destinations at the end of their studies.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. To lead and coordinate the cross-college tutorial provision and ensure that progress coaches enable students to improve their knowledge and skills beyond the purely academic, vocational and technical.
2. To work effectively with progress coaches and ensure they make a significant contribution to the enhancement of learners' personal development, health and wellbeing.
3. To help make sure that the College provides exceptional and outstanding personal development provision as defined by the Ofsted Education Inspection Framework
4. To work effectively with the College's designated Careers Leader to ensure the CPD programme is an integral part of the College's planned careers programme; supporting the College to meet the Gatsby benchmarks as detailed in the government statutory guidance.
5. To work effectively with lecturers, curriculum area staff and cross-college services to effectively prepare students for many aspects of their lives living and working in multicultural modern Britain. Within this, to collaborate fully with internal College services such as the careers and guidance team, the work experience team, Student Services and the 'Project You' team.
6. To establish and maintain productive partnership workings with a broad range of relevant, external organisations that provide expert tutorial delivery and enrich the learning and experiences of students.
7. To ensure the cross-college tutorial programme is relevant and incisively challenges learners to bolster their understanding and commitment to live as responsible citizens, including embracing the importance of British Values and being fully aware of the dangers of radicalisation and extremism.
8. To support the progress coaches to encourage students to make a positive contribution to College life, in their communities and in their own personal and working lives.
9. To ensure that progress coaches provide helpful information and advice that enables students to have a clear grasp of their career ambitions and what they need to do to achieve them. That they work collegiately with the careers guidance team and lecturers to ensure that learners progress to purposeful destinations at the end of their studies.

10. To welcome, induct and mentor new progress coaches in order to help achieve the high expectations of their job roles and responsibilities.
11. To welcome, induct and mentor new progress coaches in order to help achieve the high expectations of their job roles and responsibilities.
12. To work productively with progress coaches so as to help ensure that all learners feel safe and supported throughout their time at the College.
13. To ensure that progress coaches agree, set and monitor meaningful targets with students and help track their progress in partnership with teachers and curriculum area staff.
14. 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.
15. 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.
16. To maintain quality standards, appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. 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	Minimum Level 3 teaching qualification and 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	Qualified to degree standard.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Excellent communication skills (written and oral).	A/I/T
5	Ability to work in a non-discriminatory manner.	A/I
6	Possessing a strong skill set with which to establish and maintain productive working approaches with a broad range of internal staff for the benefit of students.	A/I/T
7	Proven experience of successfully working with external agencies across a range of partnership opportunities in order to bolster student's outcomes.	A/I/T
8	An acute understanding of motivational techniques that promote young people's development and enable them to learn and make good progress.	A/I/T

	Experience	PSM
9	Experience of creating and delivering successful events, activities and projects with young people for their benefit and growth.	A/I/T
10	Proven experience of effectively working with young people with demonstrable, measured impact that improves their lives.	A/I/T
11	Experience of working assiduously with young people in matters of safeguarding, health and wellbeing.	A/I/T

	Work Related Circumstances	PSM
12	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
13	Ability and willingness to work flexibly, and to 'tight' timescale deadlines.	A/I

	Skills/Abilities - Other	PSM
14	Effective organisational skills with the ability to prioritise, action plan and meet deadlines.	A/I
15	Appropriate computer literacy to undertake duties such as 'PowerPoint', Email, and Internet.	A/I
16	Ability to prepare high-quality learning material and resources.	A/I
17	Ability to travel to different venues, events and locations as and when the post requires.	A/I
18	Ability to effectively relate to young people and build positive relationships that are structured and result in positive outcomes for them.	A/I
19	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
20	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

<b>Prepared By:</b>	Rachael Adair – Head of Library & Careers Guidance
<b>Date:</b>	May 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:

