

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

LC1453P: Curriculum Lead – Health & Social Care Apprenticeships

SALARY

£45,932 - £48,531 pro rata per annum

GRADE

Lead Scale 1 – 3

HOURS

14.8 (0.4 FTE)

REPORTING TO

Assistant Principal – Apprenticeships

DEPARTMENT

Apprenticeships

LOCATION

Lincoln

BE READY...

Job Purpose:

To successfully lead and manage the Health and Social Care apprenticeships curriculum area through effective line management and performance management.

To assist with the management of the apprenticeship curriculum portfolio in order to meet the strategic objectives of the college, but particularly to improve success rates and destinations across all areas of the curriculum. Create new course provision which meets the needs of employers and local residents. To coordinate Internal Quality Assurance as prescribed by external verifiers and awarding organisations. Working with the Assistant Principal, contribute to the growth and development of the curriculum area to meet local and national needs for apprenticeships and work-based learning.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide dynamic leadership, management and team work that contributes to a culture of high expectations.
2. To undertake academic leadership of the business apprenticeship and work-based learning 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 undertake a maximum of 8 hrs teaching per week commensurate with the role. This will include undertaking teaching or assessing activities, ensuring high quality provision in response to learners needs.
6. 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.
7. To determine staff and course timetables within the curriculum area in consultation with the Assistant Principal and the Timetabling administrator.
8. To be responsible for monitoring retention, achievement and success and progress report to the Assistant Principal.
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 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.
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 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 teaching qualification within two years of commencing employment.	A
2	Level 3 or above of an appropriate qualification/degree qualification relevant to the curriculum area being managed.	A
3	Internal verification qualification (A1, TAQA, CAVA) or the ability and willingness to obtain.	A
4	Relevant industry knowledge and/or professional qualifications.	A

	Skills/Abilities – Interpersonal	PSM
5	Ability to analyse, design, develop, implement and assure high-quality Apprenticeship provision within Health & Social Care.	A/I/T
6	The ability to respond to individual learning needs.	A/I/T
7	Strong coaching, mentoring, and pastoral support skills.	A/I/T
8	Excellent presentation skills, proven success rates, and achievement data.	A/I/T
9	The ability to communicate effectively with a wide range of people.	A/I/T

	Experience	PSM
10	Ability to demonstrate a strong record of performance and success of teaching/assessing/managing in the relevant curriculum area.	A/I
11	Recent experience of apprenticeship and work-based learning curriculum delivery, coordination/management & development within the curriculum area particularly in relation to improving success rates and teaching, learning, and assessment.	A/I
12	Proven competence of assessing learners with a variety of methods within a vocational based context.	A/I
13	Relevant industrial experience within Health & Social Care.	A/I

	Work Related Circumstances	PSM
14	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of relevant legislation, industry relevance and best practice.	A/I
15	Ability to work flexibly across sites and delivery modes.	A/I

	Skills/Abilities - Other	PSM
16	Appropriate IT and digital skills (VLEs, Microsoft Office, online delivery tools).	A/I
17	Ability to work in a non-discriminatory and inclusive manner.	A/I
18	Demonstrates a proactive commitment to safeguarding by recognising concerns, taking appropriate action and following procedures to protect and promote the welfare of children and young people.	A/I
19	Embeds inclusive practice by designing and delivering approaches that remove barriers to participation and ensure equitable opportunities for all learners.	A/I

Prepared By:	Kevin Lloyd – Assistant Principal – Apprenticeships
Date:	July 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:

