

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1488P: Quality and Compliance Officer – Apprenticeships

SALARY

£43,448 to £46,036 pro rata per annum

GRADE

Management Scale 3-5

HOURS

22.2

REPORTING TO

Director – Performance and Standards

DEPARTMENT

Performance and Standards

LOCATION

Lincoln

BE READY...

Job Purpose:

To promote, model and secure extraordinary and excellent learning, assessment and teaching across the College's apprenticeships provision.

Working with the Performance and Standards team, to pay a relentless focus on enabling, upskilling and equipping teachers and assessors to improve any identified areas for improvement in their practice with apprentices.

To work productively with all relevant staff, employers and stakeholders in establishing and maintaining high-quality apprenticeships provision that enables apprentices to excel and progress to enhanced roles and promotions in the workplace.

To help ensure the College's apprenticeships provision is of outstanding quality and far exceeds the measures set out in the ESFA Apprenticeships Accountability Framework.

To ensure that all staff who use the College's apprenticeships e-portfolio system and processes are supported to effectively document, record and monitor apprentices' progress and achievement correctly and in a timely manner.

To support and coach staff who use the College's apprenticeships e-portfolio system and processes to enable their apprentices to incisively document and record their self-reflection on progress and activities undertaken.

To continually monitor the performance of e-portfolio system and processes and conduct appropriate and timely actions to help rectify any arising areas of concern.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To promote, model and secure extraordinary and excellent learning, assessment and teaching across the College's apprenticeships provision, thus enabling apprentices to thrive in their studies and excel.
2. Working with the Performance and Standards team, assistant principals and relevant curriculum leads to ensure targeted and timely intervention is provided with teachers and assessors where their practice with apprentices is not good enough.
3. Working with the Performance and Standards team, assistant principals and relevant curriculum leads to share effective teaching and assessment practice with teachers and assessors that enables apprentices to grasp ever-more complex knowledge and successfully apply in a variety of ways.
4. Work collegiately and productively with all relevant staff, employers, external validating and awarding organisations and stakeholders in establishing and maintaining high-quality apprenticeships provision that enables apprentices to excel and progress to enhanced roles and promotions in the workplace.
5. To help ensure the College's apprenticeships provision is of outstanding quality and far exceeds the measures set out in the ESFA Apprenticeships Accountability Framework.
6. To play a full role in the College's response to improving any weaknesses identified through a host of quality improvement and assurance processes including impact monitoring reviews, learning walks and deep dives of teachers and assessors' practice.
7. To teach, coach and guide apprenticeships staff on 'Determined to Educate' events when requested.
8. To incisively collect, analyse and report on a broad range of relevant data and information in order to implement appropriate interventions that will secure continuous improvement in the teaching and assessment of apprentices, and improve outcomes for apprentices.
9. To take the lead role in the review and audit of apprenticeships e-portfolio practice across the College.

10. To ensure that all staff who use the College's apprenticeships e-portfolio system and processes are supported to effectively document, record and monitor apprentices' progress and achievement correctly and in a timely manner.
11. To support and coach staff who use the College's apprenticeships e-portfolio system and processes to enable their apprentices to incisively document and record their self-reflection on progress and activities undertaken.
12. To continually monitor the performance of e-portfolio system and processes and conduct appropriate and timely actions to help rectify any arising areas of concern.
13. 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.
14. 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.
15. To maintain quality standards, appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. 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.

	Knowledge	PSM
1	Relevant assessor and verifier awards.	A
2	Knowledge of contemporary pedagogic theories and concepts, and the roles these play in planning and implementing effective teaching and assessment of apprentices.	A/I
3	A secure understanding of how publicly funded apprenticeships provision is resourced, the ESFA Apprenticeships Accountability Framework and what comprises outstanding performance.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Proven ability to collaborate, influence and network internally and externally in order to continually improve the standard of teaching and assessment and outcomes for apprentices.	A/I
5	Ability to establish and maintain a strong focus on how well teachers and assessors challenge and enable apprentices to grasp ever-more complex knowledge and successfully apply in a variety of ways.	A/I
6	Skills to accurately interpret findings from a range of quality improvement and assurance processes and collaborate with colleagues in the team to drive and secure timely improvement of identified weaknesses in the teaching and assessment of apprentices.	A/I/T
7	Possess the digital skills and fluency to model best practice in the use of the College's apprenticeships e-portfolio system and processes.	A/I
8	Ability to demonstrate best practice and coach staff to use the College's apprenticeships e-portfolio system and processes effectively.	A/I
9	Proven competence to collect, interpret, analyse and report on a broad range of relevant data from a wide variety of sources	A/T
10	Ability to handle difficult or challenging situations in a calm but resilient manner and always maintain the key focus is the apprentices' experience and outcomes.	A/I

	Experience	PSM
11	Experience of improving the quality of apprenticeships provision and outcomes for apprentices and employers.	A/I
12	Experience of effectively targeting, supporting and coaching teachers and assessors to improve their practice with apprentices.	A/I
13	Expertise in enabling staff to effectively document, record and monitor apprentices' progress and achievement correctly and in a timely manner.	A/I
14	Experience of successfully working with apprenticeships e-portfolio systems and processes to document and record apprentices' progress.	A/I
15	Experience of effectively working with external validating and awarding organisations.	A/I

	Work Related Circumstances	PSM
16	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
17	Ability and willingness to work flexibly.	A/I

	Skills/Abilities - Other	PSM
18	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
19	Ability to actively promote equality, diversity and inclusion across all aspects of performance and standards activity.	A/I

Prepared By:	Stephen Smith – Director Performance and Standards
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:

