

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	International Academic Coordinator	Post Number:	LC1394P
Daily Supervision:	Director for International Operations	Grade:	LC SO1 Support Scale
Department:	International	Last Updated:	July 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide the highest quality international educational experience for the international students, that inspires students and prepares them for progression to employment in the sector or higher education. To be the point of contact for the international stakeholders of the import students, such as Norway Academies and the recruitment agents, to be conduit between the customer and the academic teams in the college. To work with the International Coordinator and academic staff to provide individual and group pastoral support to ensure exceptional experiences for the international students, including life skills sessions that are tailored to the needs of the international students. To track and support the students' progress through their time in Lincoln College to promote maximum success against the international outcomes and compliance frameworks / contracts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To act as Academic Coordinator for international courses as required by the Director for International Operations. Liaising with academic teams and the international stakeholders / customers to ensure effective communications and maintain customer relations.
2. To work closely with the International Coordinator and relevant Curriculum Leads to ensure compliance of programmes against international academic and UKVI regulations.
3. Provide advice on programme development and changes of international law or policies impacting existing and proposed international programmes.
4. To provide extraordinary teaching and coordination on international related programmes including (but not limited to):
 - a. CPD sessions tailored to international students
 - b. Develop and deliver effective and consistent CPD sessions in accordance with cross-college need and which supports the Gatsby framework as appropriate.
5. To provide individual and group support for international students.
 - a. Input, manage and control learner data through the College system (ProPortal). Progress Reviews and independent careers guidance monitoring and tracking.
 - b. Work with curriculum tutors to monitor student attendance and support learners as necessary.
 - c. To maintain an overview of student progress on International Programmes through liaison with subject tutors.
 - d. Work with learners in Progress Reviews 1:1 or small CPD groups to implement strategies to support building of self-esteem and confidence.
6. To work closely with the International Coordinator and relevant Curriculum Leads to ensure compliance of programmes against international academic and UKVI regulations. Providing advice on programme development and changes of international law or policies impacting existing and proposed international programmes.
7. To liaise with Student Support Services as required and ensure support is put in place for any student who has identified a need for learning support
8. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
9. To help develop the curriculum and resources as part of a progressive team
10. To contribute to the student enrichment programme.
11. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
12. To develop and maintain quality standards appropriate to the post.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To conform with the Health & Safety requirements to the post.
15. 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	Qualified to a Level 3 teaching qualification	A/I
2	Hold a minimum of level 2 qualifications in English and Mathematics	A/I
3	Knowledge of UKVI and Office for Students policies and compliance regulations with relation international education requirements	A/I

	Skills/Abilities – Interpersonal	PSM
4	Has the ability to maintain customer relationships through the barriers of language and cultures of other countries	A/I/T
5	Excellent communication skills (written and oral)	A/I
6	Ability to demonstrate compliance with College systems, policies & procedures	A/I
7	Has the ability to work in a non-discriminatory manner and an understanding of motivational techniques to encourage learning	A/I/T

	Experience	PSM
8	Maintaining relationships on an international level	A/I
9	Experience of working with young people	A/I
10	Recent successful experience of teaching/delivering tutorials/undertaking pastoral duties in an education environment	A/I
11	Experience in safeguarding, mental ill health and supporting students with barriers to learning	A/I

	Work Related Circumstances	PSM
12	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
13	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
14	Ability to work flexibly and to tight deadlines	A/I
15	Appropriate computer literacy to undertake duties e.g. PowerPoint	A/I/T
16	Ability to travel to locations, UK & internationally	A/I
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Rick Long – Director for International Operations
Date:	July 2024

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