



## PERSON SPECIFICATION

<b>POST</b>	<b>Lecturer B Business (Finance and AAT)</b>	<b>DEPT</b>	<b>BUSINESS</b>
<b>GRADE</b>	<b>MGL 9 - 14</b>	<b>REF NO</b>	<b>036-19</b>

<b>EDUCATION / TRAINING</b>	<b>CRITERIA ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)</b>
Relevant Degree or equivalent professional qualification in vocational area to teach up to and including Level 5 in Business subjects	<b>E</b>	<b>AF</b>
Teaching qualification PGCE/Cert Ed	<b>E</b>	<b>AF</b>
Record of comprehensive professional development and industrial updating	<b>E</b>	<b>AF</b>
<b>RELEVANT EXPERIENCE</b>		
Experience of teaching in Further Education across a range of levels and learner groups including 16-19, 19+ and apprenticeships	<b>E</b>	<b>AF/I</b>
Experience of successful course management	<b>E</b>	<b>AF/I</b>
Experience of co-ordination of moderation and course teams	<b>E</b>	<b>AF/I</b>
Liaison with external Partners and stakeholders	<b>E</b>	<b>AF/I</b>
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>		
An in-depth and practical knowledge of relevant subject	<b>E</b>	<b>AF/I</b>
Knowledge of current qualification structure	<b>E</b>	<b>AF/I</b>
Knowledge of issues affecting Further Education	<b>E</b>	<b>AF/I</b>
Knowledge of full-cost employer led courses, apprenticeships and HE with the skills to teach competently on these programmes	<b>E</b>	<b>AF/I</b>
Ability to co-ordinate and lead a team of staff to provide outstanding courses for learners	<b>E</b>	<b>AF/I</b>
Good organisational and administrative skills	<b>E</b>	<b>AF/I</b>
Ability to work under pressure with changing priorities	<b>E</b>	<b>AF/I</b>

Ability to promote and deliver excellent customer service	E	AF/I
Understanding of excellence in teaching and learning	E	AF/I
Ability to communicate effectively both orally and in writing	E	AF/I
<b>SPECIAL REQUIREMENTS</b>		
The successful post holder would be expected to have a flexible approach to their work.	E	AF1
The successful applicant will need to have a CRB check to work in the College environment.	E	AF/I
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.	E	AF/1
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AF/I
Awareness of health and safety requirements.	E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AF/I