

Person Specification

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| Post | Apprenticeships Quality Coordinator and coach |  | Dept | Apprenticeships |
| Grade | MS0-3 |  | Ref No | 005-19 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| PGCE/Cert Ed  Degree or L3 relevant equivalent vocational qualification  Level 2 English & maths  Assessor’s Qualification  Internal Verifier’s Qualification  Health and Safety Qualification  EQA Qualification | | | E  E  E  E  E  D  D | AF  AF  AF  AF  AF  AF  AF |
| Relevant Experience | |  |  |  |
| Assessor qualification and experience  Teaching/Training Experience with a link to apprenticeship programmes  Experience of observing, supporting and mentoring other teachers/tutors  Experience of delivering staff development  Experience of course development, design and modification.  Experience of developing quality systems and processes to improve outcomes for learners.  Experience of using data and self-assessment to underpin the development of quality systems to improve outcomes for learners  IV/IQA experience  Inspection experience  EV/EQA/End Assessor Experience  People management experience  Experience of improving quality within the FE sector | | | E  E  E  D  D  E  E  E  D  D  E  E | AF  AF  AF/I  AF/I/P  AF/I  AF/I  AF/I  AF  AF  AF  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes | |  | Criteria | Measured By |
| An understanding of and interest in how students learn  A knowledge of current developments within apprenticeships  A current ‘good’ teaching and learning observation/equivalent if ungraded  Current Grade 1/equivalent teaching or assessing observation  Good interpersonal skills including the ability to listen and advise /respond  An ability to lead change & manage and motivate others.  An ability to evaluate own performance and evaluate the performance of others  An good understanding of the benefits of e portfolios within apprenticeship provision  A knowledge and ability to identify opportunities for curriculum development and innovation in delivery, assessment and tracking of the apprentice learner journey | | | E  E  E  D  E  E  D  D  E | I  I  AF  AF  AF/I/P  AF/I/P  AF/I/P  AF/I  AF/I |
| Special Requirements | |  | Criteria |  |
| The post holder will be expected to have a flexible approach to their work  The successful applicant will need to have a DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.  The post holder will be expected to have high awareness of current practice of health and safety requirements  Must be willing to undertake appropriate training and development in order to meet the needs of the college.  Commitment to the principles of valuing diversity and equal opportunities.  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  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |