

Person Specification

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| Post  | Curriculum leader - English |  | Dept | English and Maths |
| Grade | MS 752 - 757 |  | Ref No | 013-23 |

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| Education / Training |  | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AP)Assessment Ctre (AC)Presentation (P) |
| Relevant degree PGCE/ Cert Ed or equivalent.Evidence of professional updating and developmentA and V Awards | EEED | AP APAPAP  |
| Relevant Experience |  |  |  |
| Extensive teaching experience graded good or better in a relevant curriculum areaStrong leadership skills with extensive experience of managing staff Evidence of successful course management and operationExperience of delivering and assessing English programmes up to GCSE levelExperience of monitoring and managing apprenticeship provisionEvidence of successful curriculum development and implementationDemonstrated success in improving student outcomes and achievement in English/language Evidence of monitoring performanceFamiliarity with vocational and functional skills requirements in English education at FE levelEvidence of working as an IV Co-ordinatorExperience of working as an Inspector or as working with an External VerifierExperience of monitoring compliance processesExperience of working with stakeholdersExperience of employer engagement  | EEEEDEEEEDDEEE | AP/IAP/I AP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |  |
| In-depth knowledge of English curriculum frameworks, standards, and assessment practices relevant to further educationAwareness of the specific challenges and opportunities related to English education in the FE contextExcellent organizational skills to manage multiple tasks, deadlines, and responsibilities related to curriculum development, assessment, and evaluation in an FE settingAbility to communicate effectively both orally and in writingAbility to monitor resources effectivelyAbility to timetable efficiently and effectivelyAbility to lead and motivate team of staffAbility to use and analyse management informationAbility to implement quality assurance systemsA positive commitment to inclusive learning Must promote staff development & CPDMust be willing to undertake appropriate training and staff developmentKnowledge of current developments in 16-18 curriculum, apprenticeships and adult learningAbility to use and promote the use of ICT across the College | EEEEE E E E E E EEEE | AP/IAP/IAP/IAP/IAP/I AP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/I |
| Special Requirements |  |  |  |
| Must be able to commute effectively between all College sites.Must be prepared to work flexibly including evenings and weekendsTo be familiar, and act in accordance with the College’s Customer Services Code of PracticeCommitted to the principles of valuing diversity and equal opportunitiesBolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment | EEEEE | APAPAPAP/IAP/I |