

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 By  Interview (I)  Application (AP)  Assessment Ctre (AC)  Presentation (P) |
| Relevant degree  PGCE/ Cert Ed or equivalent.  Evidence of professional updating and development  A and V Awards | | | E  E  E  D | AP  AP  AP  AP |
| Relevant Experience | |  |  |  |
| Extensive teaching experience graded good or better in a relevant curriculum area  Strong leadership skills with extensive experience of managing staff  Evidence of successful course management and operation  Experience of delivering and assessing English programmes up to GCSE level  Experience of monitoring and managing apprenticeship provision  Evidence of successful curriculum development and implementation  Demonstrated success in improving student outcomes and achievement in English/language  Evidence of monitoring performance  Familiarity with vocational and functional skills requirements in English education at FE level  Evidence of working as an IV Co-ordinator  Experience of working as an Inspector or as working with an External Verifier  Experience of monitoring compliance processes  Experience of working with stakeholders  Experience of employer engagement | | | E  E  E  E  D  E  E  E  E  D  D  E  E  E | AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Relevant Knowledge/ Skills & Aptitudes | |  |  |  |
| In-depth knowledge of English curriculum frameworks, standards, and assessment practices relevant to further education  Awareness of the specific challenges and opportunities related to English education in the FE context  Excellent organizational skills to manage multiple tasks, deadlines, and responsibilities related to curriculum development, assessment, and evaluation in an FE setting  Ability to communicate effectively both orally and in writing  Ability to monitor resources effectively  Ability to timetable efficiently and effectively  Ability to lead and motivate team of staff  Ability to use and analyse management information  Ability to implement quality assurance systems  A positive commitment to inclusive learning  Must promote staff development & CPD  Must be willing to undertake appropriate training and staff development  Knowledge of current developments in 16-18 curriculum, apprenticeships and adult learning  Ability to use and promote the use of ICT across the College | | | E  E  E  E  E  E  E  E  E  E  E  E  E  E | AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Special Requirements | |  |  |  |
| Must be able to commute effectively between all College sites.  Must be prepared to work flexibly including evenings and weekends  To be familiar, and act in accordance with the College’s Customer Services Code of Practice  Committed 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 its staff and volunteers to share this commitment | | | E  E  E  E  E | AP  AP  AP  AP/I  AP/I |