

Person Specification

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| Post | Curriculum leader |  | Dept | Skills Technical, Construction |
| Grade | MS 2 - 7 |  | Ref No | 168-23 |

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| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AP)  Assessment Ctre (AC)  Presentation (P) |
| Teaching qualification Cert Ed  Evidence of professional updating and development  Degree or equivalent in a relevant area  A award and V award  Level 2 English and Mathematics qualification | E  E  E  D  E | AP  AP  AP  AP  AP |
| Relevant Experience |  |  |
| Extensive teaching experience graded good or better in a relevant curriculum area.  Extensive experience of managing staff.  Evidence of successful course management and operation.  Experience of monitoring and managing work experience.  Evidence of successful curriculum development and implementation, with an emphasis upon an inclusive curriculum with active participation in the college community.  Evidence of monitoring performance.  Evidence of working as an IQA Co-ordinator.  Experience of working with External Verifiers and End Point Assessment Organisations.  Experience of supporting learners to develop employability skills via real working environments and work placement opportunities.  Experience of working in or with relevant industry / business.  Experience of monitoring compliance processes.  Experience of working with external partners.  Experience of employer engagement. | E  E  E  E  E  E  E  E  E  E  E  E  E | AP/I  AP/I/P  AP/I/P  AP/I/P  AP/I/P  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Detailed knowledge of current developments in a relevant curriculum area.  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, including Higher Education.  Ability to use and promote the use of ICT across the College. | E  E  E  E  E  E  E  E  E  E  E  E | AP/I/P  AP/I/P  AP/I  AP/I  AP/I/P  AP/I  AP/I  AP/I  AP/I  AP/I/P  AP/I  AP/I |
| Special Requirements |  |  |
| Must be able to commute effectively between all College (& other) 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 |