

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post | Head of Area |  | Dept | construction |
| Grade | MS 762 |  | Ref No | 118-24 |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Degree or equivalent (\*for a strong candidate, the requirement for a degree may be viewed as desirable)  Teaching qualification (i.e. PGCE or Cert Ed)  GCSE Maths and English grade A-C or equivalent  Evidence of professional updating and development  Evidence of managing IQA/EQA | E\*  E  E  E  E | AF  AF  AF  AF  AF |
| Relevant Experience |  |  |
| Proven track record of sustained improvements in outcomes for learners across a range of funding streams.  Experience in the development of schemes of work and assessment models to ensure effective monitoring and maximum outcomes for learners  Experience of monitoring and compliance processes in a FE setting.  Current experience of teaching to a high standard.  Evidence of successful and effective staff management and the ability to inspire and motivate others.  Evidence of successful programme management and operation.  Evidence of relevant employer engagement experience and the wider employment agenda.  Evidence of effective resource management.  Knowledge of curriculum reforms in the Construction Area.  Experience in curriculum development and innovation in a construction related area of delivery.  Experience of monitoring compliance processes in a FE setting. | E  E  E  E  E  E  E  E  E  D  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |

|  |  |  |
| --- | --- | --- |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Detailed knowledge of current national and local developments and initiatives in construction related areas.  Display initiative, be positive and enthusiastic.  Ability to communicate effectively both orally and in writing.  Ability to budget and monitor resources.  Ability to timetable staff and resources effectively and efficiently.  Ability to lead and motivate team of staff.  Ability to use and analyse management information.  Ability to implement quality assurance systems.  Ability to demonstrate commercial awareness and engagement with employers.    Evidence of commitment to Equal Opportunities and its application within the College.  A positive commitment to inclusive learning.  A positive commitment to the promotion of & engagement in staff development.  Knowledge of current education policies relevant to the FE sector.  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  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements | Criteria | Measured By |
| Must be able to commute effectively between all College (& other) sites.  Must be prepared to work flexibly including some evening and weekend work  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 | AF  AF  AF/I |