



PERSON SPECIFICATION

POST	FOUNDATION LEARNING PROGRESSION COORDINATOR	DEPT	FOUNDATION LEARNING
GRADE	SO1	REF No	06-20

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Level 2 or equivalent literacy and numeracy qualification		E	AF
PGCE or equivalent		D	AF
NVQ level 3 Advice and Guidance / Youth Work or equivalent		E	AF
RELEVANT EXPERIENCE		E / D	MEASURED BY
Experience of working with 14-18 year olds (14-25 with EHCP)		E	AF / I
Supervision of young people including monitoring of student absence and attendance		E	AF / I
Involvement in course development		E	AF / I
Liaison with schools and other agencies		E	AF / I
Experience in successfully setting priorities, achieving deadlines and working without close supervision		E	AF / I
Experience of a commercial environment, efficiency and optimising income generation		D	AF/I
Experience of managing projects to support curriculum to a successful outcome		E	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Ability to coordinate programme administration		E	AF/I
Excellent presentation, interpersonal and communication skills		E	AF/I
Ability to work flexibly in a changing and challenging environment		E	AF/I

Understanding of the employability agenda	E	AF/I
Proactive and a self-starter, able to work with minimum levels of supervision and to meet tight deadlines.	E	AF/I
Understanding of the needs and demands of schools at years 10 and 11	D	AF/I
The ability to lead and inspire teams and colleagues to excel in their roles	E	AF/I
Effective interpretation and use of data as a management tool	E	AF/I
Excellent organisational skills	E	AF/I
SPECIAL REQUIREMENTS	E / D	MEASURED BY
The successful post holder would be expected to have a flexible approach to their work.	E	AF / I
The successful applicant will need to have a DBS check to work in the College environment.	E	AF / I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality	E	AF / I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AF / I
Awareness of health and safety requirements.	E	AF / I
Commitment to the principles of valuing diversity and equal opportunities.	E	AF / I
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	AF / I
Positive approach to the development of 14-16 School Partnership Programmes.	E	AF / I