

Person Specification

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| Post  | Curriculum leader |  | Dept | ESOL |
| Grade | MS 2 - 7 |  | Ref No | 040-20 |

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| Education / Training |  | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AP)Assessment Ctre (AC)Presentation (P) |
| Teaching qualification Cert EdEvidence of professional updating and developmentDegree or equivalent in a relevant area.A award and V awardLevel 2 English and Mathematics qualification | EEEDE | APAP APAPAP  |
| Relevant Experience |  |  |  |
| Teaching experience graded good or better in a relevant curriculum areaExperience of managing staffEvidence of successful course management and operation.Experience of delivering and assessing programmes at Levels 1-3Experience of monitoring and managing work based learning provisionEvidence of successful curriculum development and implementationEvidence of monitoring performanceEvidence of working as an IV Co-ordinatorExperience of working as an Inspector or as working with an External VerifierExperience of delivering HE curriculum and the supporting frameworks.Experience of working in or with relevant industry / business.Experience of monitoring compliance processes.Experience of working with external partners.Experience of employer engagement  | EEEDDDEDDDEEEE | AP/IAP/I AP/IAP/IAP/IAPAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |  |
| Detailed knowledge of current developments in a relevant curriculum areaAbility 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 learning.Ability to use and promote the use of ICT across the College | EEEEE E E E E E E E | AP/IAP/IAP/IAP/IAP/I AP/IAP/IAP/IAP/IAP/IAP/IAP/I |
| Special Requirements |  |  |  |
| Must be able to commute effectively between all College (& other) 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 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. | EEEEE | APAPAPAP/IAP/I |