



## PERSON SPECIFICATION

<b>POST</b>	<b>LECTURER B ENGLISH</b>		<b>DEPT</b>	<b>ENGLISH AND MATHS</b>
<b>GRADE</b>	<b>MGL</b>		<b>REF NO</b>	<b>050-20</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P) MICRO TEACH (MT)
Degree in a relevant subject		<b>E</b>	<b>AF</b>
PGCE/ Cert Ed or equivalent.		<b>E</b>	<b>AF</b>
Level 2 (Min) Qualification in English and maths		<b>E</b>	<b>AF</b>
RELEVANT EXPERIENCE		<b>E / D</b>	<b>MEASURED BY</b>
EXPERIENCE			
Proven track record in the teaching English to 16-18 year olds.		<b>E</b>	<b>AF/I</b>
Experience of implementing quality assurance systems for English in an FE setting.		<b>E</b>	<b>AF/I</b>
A detailed understanding of the GCSE / Functional Skills curriculum for English.		<b>E</b>	<b>AF/I</b>
Experience of successful course management.		<b>E</b>	<b>AF/I</b>
Experience of lesson observation and grading teaching and learning.		<b>D</b>	<b>AF/I</b>
Experience of promoting the importance of the English curriculum.		<b>D</b>	<b>AF/I</b>
Experience of leading and motivating a small team of staff.		<b>E</b>	<b>AF/I</b>
Experience of co-ordinating apprentices and/or young people and/or adult learners		<b>E</b>	<b>AF/I</b>

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Excellent communication and administrative skills		E	AF/I
Knowledge of OFSTED standards and processes		E	AF/I
Ability to work quickly and decisively under pressure		E	AF/I
Up to date knowledge of a variety of teaching methods for a variety of age groups		E	AF/I
Detailed knowledge of current Functional English standards		E	AF/I
Knowledge of national developments in the teaching of English		E	AF/I
Ability to use E-Learning methods in Teaching and Learning		E	AF/I
Ability to inspire students to reach their full potential		E	AF/I
Ability to plan, structure and implement schemes of work and lesson plans to a high standard.		E	AF/I
Demonstrate management of learning, such as learner tracking and monitoring, including the use of distance travelled systems to inform progression.		E	AF/I

<b>SPECIAL REQUIREMENTS</b>		<b>E / D</b>	<b>MEASURED BY</b>
Excellent teacher (minimum grade 2)		<b>D</b>	<b>AF/I</b>
Proven record of working collaboratively		<b>E</b>	<b>AF/I</b>
Commitment to enhancing IT skills in accordance with the requirements of the College		<b>E</b>	<b>AF/I</b>
The successful post holder would be expected to have a flexible approach to their work.		<b>E</b>	<b>AF/I</b>
The successful applicant will need to have a DBS check to work in the College environment.		<b>E</b>	<b>AF/I</b>
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.		<b>E</b>	<b>AF/I</b>
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.		<b>E</b>	<b>AF/I</b>
Awareness of health and safety requirements.		<b>E</b>	<b>AF/I</b>
Commitment to the principles of valuing diversity and equal opportunities.		<b>E</b>	<b>AF/I</b>
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.		<b>E</b>	<b>AF/I</b>
The post holder would be expected to demonstrate a commitment to developing his/her knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework.		<b>E</b>	<b>AF/I</b>