



### PERSON SPECIFICATION

<b>Post</b>	<b>PERSONALISED LEARNING MANAGER</b>	<b>DEPT</b>	<b>QUALITY UNIT</b>
<b>GRADE</b>	<b>MSZT</b>	<b>REF NO</b>	<b>062-20</b>

<b>EDUCATION / TRAINING</b>	<b>CRITERIA ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)</b>
Educated to degree level or equivalent	<b>E</b>	<b>AF</b>
Possess an appropriate recognised teaching qualification	<b>E</b>	<b>AF</b>
Evidence of recent continued professional development in relevant area	<b>E</b>	<b>AF</b>
Level 2 Maths and English	<b>E</b>	<b>AF</b>
<b>RELEVANT EXPERIENCE</b>	<b>E / D</b>	<b>MEASURED BY</b>
Demonstrate a learner centred approach to teaching, learning and assessment	<b>E</b>	<b>AF / I</b>
Successful teaching, learning and assessment experience	<b>E</b>	<b>AF / I</b>
Experience of successful application of attendance and retention strategies	<b>E</b>	<b>AF / I</b>
Record of successful curriculum development	<b>E</b>	<b>AF / I</b>
Experience of effective management and team leadership	<b>E</b>	<b>AF / I</b>
Experience of leading a team and impact on driving up quality	<b>E</b>	<b>AF/I</b>
Experience of mentoring	<b>E</b>	<b>AF / I</b>
Experience of developing, embedding and continually improving RARPA processes	<b>E</b>	<b>AF / I</b>

Experience of supporting learners' employability	E	AF / I
Experience of supporting learners' personal development	E	AF / I
Experience of applying successful quality assurance and improvement processes	E	AF / I
Experience of delivering staff development	E	AF / I
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>	<b>E / D</b>	<b>MEASURED BY</b>
Knowledge of and ability to apply Ofsted standards in particular the new EIF Personal Development and Behaviour and Attitudes expectations	E	AF / I
Knowledge of and ability to apply current standards relating to personal development, employability and wellbeing	E	AF / I
Ability to work quickly and decisively under pressure	E	AF / I
Display initiative, be positive and learner focused	E	AF / I
Excellent communication skills including report writing	E	AF / I
Ability to interpret, use and present data to monitor and improve performance	E	AF / I
Ability to motivate staff	E	AF / I
Ability to negotiate and influence colleagues and managers in driving up quality	E	AF / I
Self-motivated with a high level of personal integrity and drive	E	AF / I
<b>SPECIAL REQUIREMENTS</b>	<b>E / D</b>	<b>MEASURED BY</b>
Must be able to commute effectively between all College sites.	E	AF/I
A high level of customer focus, partnership development & relationship management.	E	AF/I
The successful post holder would be expected to have a flexible approach to their work.	E	AF/I

<p>The successful applicant will need to have a DBS check to work in the College environment.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>
<p>The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>
<p>Must be willing to undertake appropriate training and development in order to meet the requirements of the college.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>
<p>Awareness of health and safety requirements.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>
<p>Commitment to the principles of valuing diversity and equal opportunities.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>
<p>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.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>
<p>The post holder would be expected to demonstrate a commitment to developing their knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework.</p>	<p><b>E</b></p>	<p><b>AF/I</b></p>