



PERSON SPECIFICATION

POST	Talk English Project Co-ordinator	DEPT	ESOL
GRADE	MGL 709	REF No	077-19

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
Degree or level 4 qualification		E	AP/I
ESOL Teaching qualification (TESOL Cert / CERTA/TESOL Diploma) Evidence of professional up dating		E	AP/I
Generic teaching qualification (PGCE/Cert E/TEELS).		D	AP/I
Maths and English at Level 2 or equivalent		E	AP/I
RELEVANT EXPERIENCE			
Experience of teaching English as a second language to adults.		E	AP/I
Experience of working with clients from a wide range of cultural backgrounds, including those from disadvantaged communities.		E	AP/I
Experience of delivering staff development and / or teacher training.		D	AP/I
Experience of leading students to the successful completion of their course.		D	AP/I
Experience of partnership working		D	AP/I
Experience of managing a budget		D	AP/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES			
An in-depth and practical knowledge of ESOL teaching especially for low level		E	AP/I
An understanding of, and demonstrable commitment to, Safeguarding Children and Young People and Vulnerable Adults.		E	AP/I
Full understanding of safeguarding issues		E	AP/I
Ability to deliver TESOL staff development		E	AP/I
Ability to lead and motivate a team of volunteers		E	AP/I

Understanding of quality assurance in teaching		E	AP/I
Ability to work on own initiative with minimal supervision		E	AP/I
Ability to work flexibly in order to meet deadlines and project targets		E	AP/I
Good people skills with the ability to communicate effectively with other staff and volunteers		E	AP/I
Good organisational skills		E	AP/I
Good time management skills		E	AP/I
SPECIAL REQUIREMENTS			
The successful applicant will need to have a DBS check to work in the College environment.		E	AP/I
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.		E	AP/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.		E	AP/I
Awareness of health and safety requirements.		E	AP/I
Commitment to the principles of valuing diversity and equal opportunities.		E	AP/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	AP/I