

Person Specification

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| Post | Curriculum leader - Digital |  | Dept | English,Maths and Digital |
| Grade | MS 752 - 757 |  | Ref No | 017-24 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AP)  Assessment Ctre (AC)  Presentation (P) |
| Relevant degree  PGCE/ Cert Ed or equivalent  Evidence of professional updating and development  A and V Awards  Level 2 English and Mathematics qualification | | | E  E  E  E  E | AP  AP  AP  AP  AP |
| Relevant Experience | |  |  |  |
| Extensive teaching experience graded good or better in a relevant curriculum area  Extensive experience of managing staff  Evidence of successful course management and operation  Experience of delivering and assessing programmes on levels 1-3  Experience of monitoring and managing Higher Education and Higher Technical Qualification provision and the supporting frameworks  Experience of monitoring and managing apprenticeship provision  Evidence of successful curriculum development and implementation  Evidence of monitoring performance  Evidence of working as an IV Co-ordinator  Experience of working with an External Verifier and End Point Assessment Organisations  Relevant industry / business experience  Experience of monitoring compliance processes  Experience of working with external partners and stakeholders  Experience of employer engagement | | | E  E  E  E  E  E  E  E  E  E  E  E  E  E | AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Relevant Knowledge/ Skills & Aptitudes | |  |  |  |
| Detailed knowledge of current developments in a relevant curriculum area  Familiarity with emerging trends and best practices in educational technology  Ability to communicate effectively both orally and in writing  Ability to monitor resources effectively  Ability to timetable efficiently and effectively  Ability to lead and motivate team of staff  Ability to use and analyse management information  Ability to implement quality assurance systems  A positive commitment to inclusive learning  Must promote staff development & CPD  Must be willing to undertake appropriate training and staff development  Knowledge of current developments in 16-18 curriculum, apprenticeships, HE provision and adult learning.  Ability to use and promote the use of ICT across the College | | | E  E  E  E  E  E  E  E  E  E  E  E  E | AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Special Requirements | |  |  |  |
| Must be able to commute effectively between all College sites.  Must be prepared to work flexibly including evenings and weekends  To be familiar, and act in accordance with the College’s Customer Services Code of Practice  Committed 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. | | | E  E  E  E  E | AP  AP  AP  AP/I  AP/I |