

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post  | Curriculum leader - Digital |  | Dept | English,Maths and Digital |
| Grade | MS 752 - 757 |  | Ref No | 058-24 |

|  |  |  |  |
| --- | --- | --- | --- |
| Education / Training |  | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AP)Assessment Ctre (AC)Presentation (P) |
| Relevant degree PGCE/ Cert Ed or equivalentEvidence of professional updating and developmentA and V AwardsLevel 2 English and Mathematics qualification | EEEEE | AP APAPAP AP  |
| Relevant Experience |  |  |  |
| Extensive teaching experience graded good or better in a relevant curriculum areaExtensive experience of managing staffEvidence of successful course management and operationExperience of delivering and assessing programmes on levels 1-3Experience of monitoring and managing Higher Education and Higher Technical Qualification provision and the supporting frameworks Experience of monitoring and managing apprenticeship provisionEvidence of successful curriculum development and implementationEvidence of monitoring performanceEvidence of working as an IV Co-ordinatorExperience of working with an External Verifier and End Point Assessment OrganisationsRelevant industry / business experienceExperience of monitoring compliance processesExperience of working with external partners and stakeholdersExperience of employer engagement  | EEEEEEEEEEEEEE | AP/IAP/I AP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |  |
| Detailed knowledge of current developments in a relevant curriculum areaFamiliarity with emerging trends and best practices in educational technologyAbility 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, HE provision and adult learning.Ability to use and promote the use of ICT across the College | EEEEEE E E E E E E E | AP/IAP/IAP/IAP/IAP/I AP/IAP/IAP/IAP/IAP/IAP/IAP/IAP/I |
| Special Requirements |  |  |  |
| Must be able to commute effectively between all College 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 |