

Person Specification

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| Post | Interim transition and support leader |  | Dept | student support |
| Grade | MS 302 - 307 |  | Ref No | 003-23 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Certificate in Education, PGCE or equivalent.  Degree or study at degree level in a relevant subject area  A willingness to undertake appropriate Continuing Professional Development  Professional qualification in supporting learners with learning difficulties or disabilities  Management Qualification | | | E  E  E  E  D | AF  AF  AF  AF  AF |
| Relevant Experience | |  |  |  |
| Successful teaching experience in a further education setting.  Demonstrate a student centred approach to learner support  Record of successful team leadership in a learner support context  Demonstrate experience of embedding equality and diversity at the heart of the learner experience  Experience of managing, monitoring, auditing and submitting accurate learning support funding claims or similar.  Experience of developing teams and groups of staff | | | E  E  E  E  D  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes | |  | e / d | Measured By |
| Be able to inspire, enthuse and motivate staff  Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion  Possess excellent verbal and written communication skills  Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines  Be able to analyse data provided in a variety of formats  Be a team player  Demonstrate a commitment to the process of continuous review and improvement  Demonstrate good people management skills  Ability to manage effectively and efficiently a budget.  Ability to form successful and productive (internal & external) working relationships. | | | E  E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements | |  | E / D |  |
| The successful post holder will be expected to have a flexible approach to their work  The successful post holder will be expected to travel between sites of the organisation & that of other organisations  Willingness to participate in relevant training to maintain appropriate levels of knowledge and skills commensurate to the post  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expect all staff and volunteers to share this commitment.  Commitment to the principles of valuing diversity and equal opportunities. | | | E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I |