

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 ByInterview (I)Application (AF)Assessment Ctre (AC)Presentation (P) |
| Certificate in Education, PGCE or equivalent. Degree or study at degree level in a relevant subject areaA willingness to undertake appropriate Continuing Professional DevelopmentProfessional qualification in supporting learners with learning difficulties or disabilitiesManagement Qualification | EEEED | AFAFAFAFAF |
| Relevant Experience |  |  |  |
| Successful teaching experience in a further education setting. Demonstrate a student centred approach to learner supportRecord of successful team leadership in a learner support contextDemonstrate experience of embedding equality and diversity at the heart of the learner experienceExperience of managing, monitoring, auditing and submitting accurate learning support funding claims or similar.Experience of developing teams and groups of staff | EEEEDE | AF/IAF/IAF/IAF/IAF/IAF/I |
| Relevant Knowledge/ Skills & Aptitudes |  | e / d | Measured By |
| Be able to inspire, enthuse and motivate staffBe industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completionPossess excellent verbal and written communication skillsPossess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlinesBe able to analyse data provided in a variety of formatsBe a team playerDemonstrate a commitment to the process of continuous review and improvementDemonstrate good people management skillsAbility to manage effectively and efficiently a budget.Ability to form successful and productive (internal & external) working relationships. | EEEEEEEEEE | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| Special Requirements |  | E / D |  |
| The successful post holder will be expected to have a flexible approach to their workThe successful post holder will be expected to travel between sites of the organisation & that of other organisationsWillingness to participate in relevant training to maintain appropriate levels of knowledge and skills commensurate to the postBolton 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. | EEEEE | AF/IAF/IAF/IAF/IAF/I |