

Person Specification

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| Post | FOUNDATION LEARNING PROGRESSION COORDINATOR |  | Dept | FOUNDATION LEARNING |
| Grade | SO1 |  | Ref No | 51-21 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Level 2 or equivalent literacy and numeracy qualification  PGCE or equivalent  Level 3 Qualification in Advice and Guidance / Youth Work or equivalent | | | E  D  E | AF  AF  AF |
| Relevant Experience | |  | E / D | Measured By |
| Experience of working with 14-18 year olds (14-25 with EHCP)  Supervision of young people including monitoring of student absence and attendance  Involvement in course development  Liaison with schools and other agencies  Experience in successfully setting priorities, achieving deadlines and working without close supervision  Experience of a commercial environment, efficiency and optimising income generation  Experience of managing projects to support curriculum to a successful outcome | | | E  E  E  E  E  D  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes | |  | E / D | Measured By |
| Ability to coordinate programme administration  Excellent presentation, interpersonal and communication skills  Ability to work flexibly in a changing and challenging environment  Understanding of the employability agenda  Proactive and a self-starter, able to work with minimum levels of supervision and to meet tight deadlines.  Understanding of the needs and demands of schools at years 10 and 11  The ability to lead and inspire teams and colleagues to excel in their roles  Effective interpretation and use of data as a management tool  Excellent organisational skills | | | E  E  E  E  E  D  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements | |  | E / D | Measured By |
| The successful post holder would be expected to have a flexible approach to their work.  The successful applicant will need to have a DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality  Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment 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 staff and volunteers to share this commitment.  Positive approach to the development of 14-16 School Partnership Programmes. | | | 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 |