

Person Specification

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

|  |  |  |  |
| --- | --- | --- | --- |
| Education / Training |  | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF)Assessment Ctre (AC)Presentation (P) |
| Level 2 or equivalent literacy and numeracy qualificationPGCE or equivalent Level 3 Qualification in Advice and Guidance / Youth Work or equivalent | EDE | AFAFAF |
| 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 attendanceInvolvement in course developmentLiaison with schools and other agenciesExperience in successfully setting priorities, achieving deadlines and working without close supervisionExperience of a commercial environment, efficiency and optimising income generationExperience of managing projects to support curriculum to a successful outcome | EEEEEDE | AF / IAF / IAF / IAF / IAF / IAF/IAF/I |
| Relevant Knowledge/ Skills & Aptitudes |  | E / D | Measured By |
| Ability to coordinate programme administrationExcellent presentation, interpersonal and communication skillsAbility to work flexibly in a changing and challenging environmentUnderstanding of the employability agendaProactive 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 11The ability to lead and inspire teams and colleagues to excel in their rolesEffective interpretation and use of data as a management toolExcellent organisational skills | EEEEEDEEE | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/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 confidentialityMust 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. | EEEEEEEEE | AF / IAF / IAF / IAF / I AF / IAF / IAF / IAF / IAF / I |