



PERSON SPECIFICATION

POST	CURRICULUM LEADER	DEPT	BUILDING SERVICES
GRADE	MS 2 – 7	REF No	045-19

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
Relevant degree	E	AP
PGCE/ Cert Ed or equivalent	E	AP
Level 2 (Min) qualification in Maths and English	E	AP
Evidence of professional updating and development	E	AP
A and V Awards	D	AP
RELEVANT EXPERIENCE		
Extensive teaching experience graded good or better in a relevant curriculum area	E	AP/I
Extensive experience of managing staff	E	AP/I
Evidence of successful course management and operation.	E	AP/I
Experience of delivering and assessing programmes at levels 1-3	E	AP/I
Evidence of successful curriculum development and implementation	D	AP
Evidence of monitoring performance	E	AP/I
Evidence of working as an IV Co-ordinator	D	AP/I
Experience of working as an Inspector or as working with an External Verifier	D	AP/I
Experience of working in or with relevant industry / business.	E	AP/I
Experience of monitoring compliance processes	E	AP/I
Experience of working with external partners	E	AP/I
Experience of employer engagement	E	AP/I

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES	CRITERIA	MEASURED BY
Detailed knowledge of current developments in a relevant curriculum area	E	AP/I
Ability to communicate effectively both orally and in writing	E	AP/I
Ability to monitor resources effectively	E	AP/I
Ability to timetable efficiently and effectively	E	AP/I
Ability to lead and motivate team of staff	E	AP/I
Ability to use and analyse management information	E	AP/I
Ability to implement quality assurance systems	E	AP/I
A positive commitment to inclusive learning	E	AP/I
Must promote staff development & CPD	E	AP/I
Must be willing to undertake appropriate training and staff development	E	AP/I
Knowledge of current developments in 16-18 curriculum, apprenticeships and adult learning	E	AP/I
Ability to use and promote the use of ICT across the College	E	AP/I
SPECIAL REQUIREMENTS		
Must be able to commute effectively between all College (& other) sites	E	AP
Must be prepared to work flexibly including evenings and weekends	E	AP
To be familiar, and act in accordance with the College's Customer Services Code of Practice	E	AP
Committed to the principles of valuing diversity and equal opportunities	E	AP/I
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	E	AP/I