

Person Specification

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| Post  | Apprenticeships Quality Coordinator and coach |  | Dept | Apprenticeships |
| Grade | MS0-3 |  | Ref No | 005-19 |

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| Education / Training |  | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF)Assessment Ctre (AC)Presentation (P) |
| PGCE/Cert EdDegree or L3 relevant equivalent vocational qualificationLevel 2 English & mathsAssessor’s QualificationInternal Verifier’s QualificationHealth and Safety Qualification EQA Qualification | EEEEEDD | AFAFAFAFAFAFAF |
| Relevant Experience |  |  |  |
| Assessor qualification and experienceTeaching/Training Experience with a link to apprenticeship programmesExperience of observing, supporting and mentoring other teachers/tutorsExperience of delivering staff development Experience of course development, design and modification.Experience of developing quality systems and processes to improve outcomes for learners.Experience of using data and self-assessment to underpin the development of quality systems to improve outcomes for learners IV/IQA experienceInspection experienceEV/EQA/End Assessor Experience People management experienceExperience of improving quality within the FE sector | EEEDDEEEDDEE | AFAFAF/IAF/I/PAF/IAF/IAF/IAFAFAFAF/IAF/I |
| Relevant Knowledge/ Skills & Aptitudes |  | Criteria | Measured By |
| An understanding of and interest in how students learnA knowledge of current developments within apprenticeshipsA current ‘good’ teaching and learning observation/equivalent if ungraded Current Grade 1/equivalent teaching or assessing observationGood interpersonal skills including the ability to listen and advise /respondAn ability to lead change & manage and motivate others.An ability to evaluate own performance and evaluate the performance of othersAn good understanding of the benefits of e portfolios within apprenticeship provision A knowledge and ability to identify opportunities for curriculum development and innovation in delivery, assessment and tracking of the apprentice learner journey | EEEDEEDDE | IIAFAFAF/I/PAF/I/PAF/I/PAF/IAF/I |
| Special Requirements |  | Criteria |  |
| The post holder will be expected to have a flexible approach to their workThe 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 act with discretion and maintain confidentiality.The post holder will be expected to have high awareness of current practice of health and safety requirements Must be willing to undertake appropriate training and development in order to meet the needs of the college.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 | EEEEEEE | AF/IAF/IAF/IAF/IAF/IAF/IAF/I |