



### PERSON SPECIFICATION

<b>POST</b>	<b>CURRICULUM LEADER</b>	<b>DEPT</b>	<b>HEALTH, SOCIAL CARE AND SCIENCE</b>
<b>GRADE</b>	<b>MS 2 - 7</b>	<b>REF No</b>	<b>16-19</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
Relevant degree		<b>E</b>	<b>AP</b>
PGCE/ Cert Ed or equivalent.		<b>E</b>	<b>AP</b>
Evidence of professional updating and development		<b>E</b>	<b>AP</b>
A and V Awards		<b>D</b>	<b>AP</b>
RELEVANT EXPERIENCE			
Extensive teaching experience graded good or better in a relevant curriculum area		<b>E</b>	<b>AP/I</b>
Extensive experience of managing staff		<b>E</b>	<b>AP/I</b>
Evidence of successful course management and operation.		<b>E</b>	<b>AP/I</b>
Experience of delivering and assessing BTEC programmes at levels 1-3		<b>E</b>	<b>AP/I</b>
Experience of monitoring and managing work based learning provision		<b>E</b>	<b>AP/I</b>
Evidence of successful curriculum development and implementation		<b>D</b>	<b>AP</b>
Evidence of monitoring performance		<b>E</b>	<b>AP/I</b>
Evidence of working as an IV Co-ordinator		<b>D</b>	<b>AP/I</b>
Experience of working as an Inspector or as working with an External Verifier		<b>D</b>	<b>AP/I</b>
Experience of delivering HE curriculum and the supporting frameworks.		<b>D</b>	<b>AP/I</b>
Experience of working in or with relevant industry / business.		<b>E</b>	<b>AP/I</b>

Experience of monitoring compliance processes.	E	AP/I
Experience of working with external partners.	E	AP/I
Experience of employer engagement	E	AP/I
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>		
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
<b>SPECIAL REQUIREMENTS</b>		
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