

Person Specification

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| Post | Foundation Studies  employer based teacher |  | Dept | Foundation Studies |
| Grade | MGL 4 - 8 |  | Ref No | 097-21 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| PGCE/Cert Ed  Level 2 maths and English  Degree or equivalent level 5 qualification in a relevant subject  Workplace Health and Safety Certificate | | | E  E  E  D | AF  AF  AF  AF |
| Relevant Experience | |  |  |  |
| Experience in coordinating staff  Experience of teaching in a service for SEN young people with learning difficulties and/or disabilities within a post 16 setting  Experience in liaising with partner agencies, parents and carers and employers  Experience of sourcing employers to offer placements to SEN learners  Experience of teaching D/deaf and SEN learners skills linked to the employability framework  Experience of student centred methods of curriculum delivery  Experience of delivering mental health curriculum  Experience of leading students to successful completion of their course  Experience of preparing Health and Safety Risk Assessments | | | D  E  E  E  E  E  D  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AP/I  AP/I  AP/I  AP/I |
| Relevant Knowledge/ Skills & Aptitudes | |  | e / d | Measured By |
| An in-depth and practical knowledge of relevant vocational subject  Knowledge of current qualification structure in particular level 1 and 2  Knowledge of issues affecting Further Education.  An understanding of, and demonstrable commitment to,  Safeguarding Children and Young People and Vulnerable Adults.  Ability to communicate with a range of students on both theoretical and practical aspects.  Good organisational and administrative skills  Ability to use full ICT facilities supporting the learning environment  Ability to demonstrate values and behaviours suitable to work with the student and staff groups.  Ability to work under pressure with changing priorities.  Ability to promote and deliver excellent customer service  Demonstrate ability to build good relationships with a wide variety of stakeholders, including students, employers and schools.  Ability to communicate effectively both orally and in writing  Demonstrate ability to write clear and comprehensive reports for assessments, references, annual course reviews etc  Ability to implement creative and inspirational teaching and learning strategies | | | E  E  E  E  E  E  E  E  E  E  E  E  E | AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Special Requirements | |  | E / D | MEASURED BY |
| Self-motivating with the ability to work to fixed targets for gaining learners long term work placements or jobs and achieving accredited and non-accredited qualifications.  Effective time management and ability to organise individual placements, interviews and paid job opportunities and to co-ordinate a volunteer service to support work placement  Flexibility and willingness to regularly travel offsite to undertake further training as required by the post  Excellent administrative skills with the ability to use the full Microsoft Office toolset and to organise an electronic diary  Committed 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 its staff and volunteers to share this commitment | | | E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |