



## PERSON SPECIFICATION

<b>POST</b>	<b>CURRICULUM LEADER</b>	<b>DEPT</b>	<b>FOUNDATION STUDIES</b>
<b>GRADE</b>	<b>MS 2 - 7</b>	<b>REF No</b>	<b>008-20</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
Teaching qualification Cert Ed		<b>E</b>	<b>AP</b>
Evidence of professional updating and development		<b>E</b>	<b>AP</b>
Degree or equivalent in a relevant area.		<b>E</b>	<b>AP</b>
A award and V award		<b>D</b>	<b>AP</b>
Level 2 English and Mathematics qualification		<b>E</b>	<b>AP</b>
RELEVANT EXPERIENCE			
Extensive teaching experience graded good or better in a curriculum area focussed upon developing preparation for life and work skills with an emphasis on strategies to support learners with behavioural and emotional difficulties and/or learning disabilities/difficulties		<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 Foundation Learning programmes at levels from Entry – Level 2		<b>D</b>	<b>AP/I</b>
Experience of monitoring and managing youth social action projects and work experience		<b>D</b>	<b>AP/I</b>
Evidence of successful curriculum development and implementation, with an emphasis upon an inclusive curriculum with active participation in the college community		<b>E</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 supporting learners to develop employability skills via real working environments/supported internships.		<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.		<b>E</b>	<b>AP/I</b>
Experience of working with external partners.		<b>E</b>	<b>AP/I</b>
Experience of employer engagement		<b>E</b>	<b>AP/I</b>
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>			
Detailed knowledge of current developments in a relevant curriculum area		<b>E</b>	<b>AP/I</b>
Ability to communicate effectively both orally and in writing		<b>E</b>	<b>AP/I</b>
Ability to monitor resources effectively		<b>E</b>	<b>AP/I</b>
Ability to timetable efficiently and effectively		<b>E</b>	<b>AP/I</b>
Ability to lead and motivate team of staff		<b>E</b>	<b>AP/I</b>
Ability to use and analyse management information		<b>E</b>	<b>AP/I</b>
Ability to implement quality assurance systems		<b>E</b>	<b>AP/I</b>
A positive commitment to inclusive learning		<b>E</b>	<b>AP/I</b>
Must promote staff development & CPD		<b>E</b>	<b>AP/I</b>
Must be willing to undertake appropriate training and staff development		<b>E</b>	<b>AP/I</b>
Knowledge of current developments in 16-18 curriculum, apprenticeships and adult learning.		<b>E</b>	<b>AP/I</b>
Ability to use and promote the use of ICT across the College		<b>E</b>	<b>AP/I</b>
<b>SPECIAL REQUIREMENTS</b>			

Must be able to commute effectively between all College (& other) sites.	<b>E</b>	<b>AP</b>
Must be prepared to work flexibly including evenings and weekends	<b>E</b>	<b>AP</b>
To be familiar, and act in accordance with the College's Customer Services Code of Practice	<b>E</b>	<b>AP</b>
Committed to the principles of valuing diversity and equal opportunities.	<b>E</b>	<b>AP/I</b>
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.	<b>E</b>	<b>AP/I</b>