



## PERSON SPECIFICATION

<b>POST</b>	<b>CURRICULUM LEADER</b>		<b>DEPT</b>	<b>COMMUNITY REGENERATION</b>
<b>GRADE</b>	<b>MANAGEMENT SPINE 752 - 757</b>		<b>REF NO</b>	<b>25-20</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
Teaching qualification PGCE/Cert Ed or equivalent		E	AP
Degree or equivalent qualification in a relevant subject		E	AP
GCSE English and maths (minimum A – C grade) or equivalent.		E	AP
Evidence of professional updating and development		E	AP
A & V Award		D	AP
RELEVANT EXPERIENCE			
Extensive teaching experience graded good or better in a relevant curriculum area		E	AP/I
Experience of working with local external partners in identifying the priorities and provision for Adult and Community Learning		E	AP/I
Extensive experience of managing staff		E	AP/I
Evidence of successful course management and operation across arrange of funding streams including Adult and Community Learning		E	AP/I
Evidence of successful curriculum development and implementation		E	AP/I
Evidence of working as an IV Co-ordinator and/or external verifier		D	AP/I
Experience of working in or with relevant industry/employers.		E	AP/I
Experience of monitoring compliance processes.		E	AP/I

RELEVANT KNOWLEDGE/ SKILLS & APTITUDES			
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		E	AP/I
Ability to timetable		E	AP/I
Ability to lead and motivate team of staff with excellent interpersonal skills		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 adult and community 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