

Person Specification

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| Post | Curriculum leader |  | Dept | ESOL |
| Grade | MS 2 - 7 |  | Ref No | 040-20 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AP)  Assessment Ctre (AC)  Presentation (P) |
| Teaching qualification Cert Ed  Evidence of professional updating and development  Degree or equivalent in a relevant area.  A award and V award  Level 2 English and Mathematics qualification | | | E  E  E  D  E | AP  AP  AP  AP  AP |
| Relevant Experience | |  |  |  |
| Teaching experience graded good or better in a relevant curriculum area  Experience of managing staff  Evidence of successful course management and operation.  Experience of delivering and assessing programmes at Levels 1-3  Experience of monitoring and managing work based learning provision  Evidence of successful curriculum development and implementation  Evidence of monitoring performance  Evidence of working as an IV Co-ordinator  Experience of working as an Inspector or as working with an External Verifier  Experience of delivering HE curriculum and the supporting frameworks.  Experience of working in or with relevant industry / business.  Experience of monitoring compliance processes.  Experience of working with external partners.  Experience of employer engagement | | | E  E  E  D  D  D  E  D  D  D  E  E  E  E | AP/I  AP/I  AP/I  AP/I  AP/I  AP  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I  AP/I |
| Relevant Knowledge/ Skills & Aptitudes | |  |  |  |
| Detailed knowledge of current developments in a relevant curriculum area  Ability to communicate effectively both orally and in writing  Ability to monitor resources effectively  Ability to timetable efficiently and effectively  Ability to lead and motivate team of staff  Ability to use and analyse management information  Ability to implement quality assurance systems  A positive commitment to inclusive learning  Must promote staff development & CPD  Must be willing to undertake appropriate training and staff development  Knowledge of current developments in 16-18 curriculum, apprenticeships and adult learning.  Ability to use and promote the use of ICT across the College | | | 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 |
| Special Requirements | |  |  |  |
| Must be able to commute effectively between all College (& other) sites.  Must be prepared to work flexibly including evenings and weekends  To be familiar, and act in accordance with the College’s Customer Services Code of Practice  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 | AP  AP  AP  AP/I  AP/I |