

## Person Specification

Job Title:	Curriculum Team Leader									
Reports To:	Curriculum Manager									
Criteria	Essential/ Desirable Criteria	Assessment Method								
		A	I	T	R					
Education and Qualifications										
• Cert Ed/PGCE or relevant teaching/training qualification	D	✓								
• Degree or equivalent qualification	D	✓								
• Appropriate Level 3 subject specialism	E									
• Level 2 Literacy and Numeracy	E	✓								
• Continuing Professional Development (CPD) requirement to fulfil at least 30 hours CPD each year (pro rata for part time staff)	E									
Experience										
• Minimum of 2 years successful teaching or training experience	E	✓	✓	✓						
• Demonstrated experience of leading teams and individuals	E	✓	✓	✓						
• Experience of working to the Common Inspection Framework	E	✓	✓	✓						
• Experience of self-assessment processes and course reviews and writing development plans	E	✓	✓	✓						
• Demonstrated experience of leading and developing provision in accordance with quality assurance frameworks	E	✓	✓	✓						
• Experience of liaison with awarding bodies	E	✓	✓	✓						
• Experience of delivering successful teaching and learning strategies that promote inclusive learning and engage learners										
Skills/Knowledge										
• Ability to inspire colleagues and peers	E		✓							
• Identify, interpret and apply knowledge and information	E		✓	✓						
• An understanding of awarding body internal verification and external verification requirements	E		✓	✓						
• Ability to analyse information and situations and recommend ways forward	E		✓	✓						
• Self managing/reflective	E								✓	
• Ability to plan and prioritise	E								✓	
• Act as an effective professional ambassador for the college	E	✓							✓	
• Knowledge of current national and international initiatives and how they are interpreted into the College strategic plans	E	✓	✓	✓	✓				✓	
• Understanding of the changing sector requirements	E		✓	✓						
Communication										
• Excellent communication skills (oral and written) and demonstrable presentation skills	E		✓	✓						
• Listening and questioning skills	E		✓	✓						
• Ability to interpret complex documentation and provide appropriate feedback	E		✓	✓						
• Written and verbal presentation skills, particularly making use of ICT	E		✓	✓						
Disposition/Personal Qualities										
• Ability to build positive relationships	E								✓	
• Proven ability to develop and maintain partnerships and networks	E		✓	✓	✓				✓	
• Proven ability to work independently using own initiative	E		✓	✓					✓	

• Enthusiasm	E			✓	✓	✓
• Self confidence	E			✓	✓	

  

• Commitment to learner's experience	E			✓	✓	
• Flexible	E			✓	✓	✓
• Open and responsive	E			✓	✓	
• Ability to articulate clearly and objectively	E		✓	✓	✓	
• Cultural sensitivity	E			✓	✓	
• Reliable	E					✓