

JOB SPECIFICATION - COURSE MANAGER (LEAD)

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				Application Form	Interview	Presentation/Tasks
What educational background is required? e.g. GCSE/degree level etc	<ul style="list-style-type: none"> Relevant degree [or equivalent] 	✓		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What professional qualifications are required? E.g. teaching, secretarial, qualifications	<ul style="list-style-type: none"> Teaching qualification Relevant management qualification 	✓	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in FE/school	<ul style="list-style-type: none"> A record of successful level 3 teaching over several years Ability to demonstrate experience of curriculum development Ability to demonstrate experience of effective staff development and line management 	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Does the job require specialist knowledge or skills? eg legislation, policy-making, supervisory experience, clerical skills	<ul style="list-style-type: none"> An appreciation of current curriculum developments and their potential for development with respect to both level 2 and 3 students Ability to establish effective working relationships with staff at all levels across the College and with outside agencies Ability to provide leadership and support to staff and students Ability to present information effectively, both in writing and orally with groups and individuals Ability to form and maintain appropriate relationships and personal boundaries with children and young people Flexibility and a capacity to meet deadlines and achieve goals successfully 	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What personal qualities are required? Eg enthusiasm, initiative, team working skills	<ul style="list-style-type: none"> Commitment to long term success of the College and personal vision which relates to this Commitment to quality of service and the ability to ensure that systematic quality improvement procedures are built and implemented Caring for the needs of the individual within a learning context Creativity, imagination and vision in the context of teaching and learning An ability to influence, motivate and enthuse students and colleagues Prepared to listen and invite others' views and to build consensus 	✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any unusual job requirements? Eg evening/weekend duties, Governor liaison	<ul style="list-style-type: none"> Liaison with Schools Attendance at marketing events 	✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>