

Person Specification

Functional Skills Lecturer (Qualified)

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience:	Priority
Diploma in Education and Training (DET) or alternative teaching qualification.	1
Experience in delivering good or outstanding Functional Skills from Entry level 3 to Level 2	1
Experience working to meet Awarding Organisations' standards	1
Experience of delivering functional skills through a blended learning approach, including face to face and via virtual online platforms	1
Ability, Skills and Knowledge:	
Able to demonstrate effective planning of functional skills programmes	1
Able to implement appropriate assessment, objective setting, recording, reporting and evaluation of functional skills programmes.	1
Able to deliver functional skills sessions to students learning at levels Entry 3- Level 2.	1
To support the assessment and placement team in assessing students learning levels using a range of diagnostic assessment tools.	1
To be able to record progress through the use of online systems, including an ILP.	1
Able to teach, assess and on occasions internally verify accredited qualifications at levels Entry 3- Level 2.	1
To work alongside the exams officer to enter students at the appropriate level and to invigilate exams.	1
To support the management team with the marking of Entry 3- Level Functional Skills papers	1
Proven ability in working successfully as an individual and as part of a team.	1
Able to co-ordinate and implement programmes of staff development internally and externally.	1
Able to demonstrate a commitment to promote and comply with the College's Safeguarding, Equality and Diversity and Health and Safety Policies.	1