

## Person Specification

**Post:** Head of Higher and Adult Education

**Salary/Grade:** NSP 1 – 9 + Responsibility Allowance B1 £1,281.82 to B3 £4,511.20

**Responsible to:** Assistant Principal: Higher and Adult Education and Practitioner  
Research Lead

<b>E: Essential</b>	<b>D: Desirable</b>
---------------------	---------------------

Criteria			Method of Assessment
	E	D	
<b><u>Formal Qualifications</u></b>			
1. Appropriate teaching qualification	✓		Application
2. A relevant higher education qualification	✓		Application
3. A Masters qualification (or be near completion), or equivalent	✓		Application
4. Advance HE Fellowship		✓	Application
5. Evidence of continuing personal and professional development	✓		Application
<b><u>Background &amp; Experience</u></b>			
6. Successful teaching experience /practice	✓		Application / Interview
7. Successful teaching experience/practice in 19+ age range		✓	Application/ Interview
8. Experience of setting and achieving high personal standards in the delivery of teaching	✓		Application/ Interview
9. Experience of successful leadership and management of a department or team of staff.		✓	Application/ Interview
10. Experience of setting and achieving high standards in student achievement	✓		Application/ Interview
11. The ability to lead and motivate a team to ensure successful student experience and outcomes		✓	Application/ Interview
12. A creative and innovative approach to the development of teaching and learning	✓		Interview/Teaching Obs

13. An ability to contribute to teaching on a range of courses at several levels		✓	Application/ Interview
14. A willingness to arrange and accompany students on a variety of visits and trips	✓		Application/ Interview
15. An ability to build upon and further develop existing links with local organizations	✓		Application/ Interview
16. An understanding of issues relating to teaching and learning in further, adult and college based higher education		✓	Application/ Interview
17. A knowledge of self-assessment and quality assurance methods		✓	Application/Interview
18. Demonstrate an ability to undertake administrative tasks for the role	✓		Application/Interview
19. An ability to respond flexibly to new challenge and opportunities	✓		Interview
20. The ability to comply with the requirements needed to perform this role in relation to working with children and/or young people/ vulnerable adults	✓		Application/Interview
<b><u>Personal Qualities</u></b>			
21. Commitment to education and the value of learning	✓		Application/Interview
22. Self-motivated	✓		Interview/Reference
23. High personal standards	✓		Interview/Reference
24. An ability to work well as an individual and as a member of a team	✓		Interview/Reference
25. An empathy with post 16 students and the ethos of the college	✓		Interview/Reference
26. A commitment to equal opportunities and awareness of the needs and sensitivities of students from a range of cultural backgrounds and/or disabilities	✓		Interview/Reference
27. Excellent communication and interpersonal skills	✓		Interview/Reference
28. Enthusiasm and a commitment to provide quality learning experiences.	✓		Interview/Reference
29. ICT Literate	✓		Application/Interview