

Head of (Curriculum Area)

	PERSON SPECIFICATION I = Interview P = Personnel File/Personal CPD Record	Essential or Desirable (E or D)	Method of Assessment
Skills			
1.	Good management skills with the ability to lead and motivate a team of staff, delegating effectively and developing positive working relationships with individuals at all levels	E	I
2.	Good resource management skills with the ability to effectively manage budgets, the safe working of facilities, planning of timetables and the learner journey.	E	I
3.	Well-developed communication, external liaison and networking skills.	E	I
4.	Competent in IT with excellent administrative and organisational skills	E	,I
5.	The ability to work effectively with a critical and sensitive understanding of the roles of teaching and other staff.	E	I
6.	A strong sense of purpose and the drive to achieve agreed goals and deliver learner success.	E	I
7.	Good analytical and report writing skills	E	I
Experience			
8.	Evidence of successful programme of leading	E	, I
9.	Evidence of leading, teaching or development of green skills training	D	I
10.	Proven track record of setting and achieving challenging improvement targets	E	I
11.	In depth knowledge of legislative responsibilities and the importance of Equality & Diversity, Safeguarding, Prevent and British Values.	D	,I

12.	Sound knowledge and understanding of the funding methodology and qualification frameworks for all funding streams	D	,I
13.	Experience of identifying and securing commercial opportunities to enhance curriculum content.	D	,I
Education			
14.	Level of Maths & English Qualifications relevant to the post (Level 2 minimum)	E	Personnel file
15.	A relevant first degree and/or professional qualification in a relevant subject area.	D	Personnel file
16.	A full teaching qualification.	D	Personnel file
17.	Evidence of continuous professional development	E	Personal CPD record
18	A full management qualification.	D	Personnel file
19.	A lead verifier qualification.	D	Personnel file