

Part A

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage:

Essential

- Relevant industry or professional qualification in subject area or evidence of professional experience.
- Teaching qualification (Bed, Cert Ed or equivalent)
- Level 4 Literacy/ Numeracy/ESOL qualification/ experience of Family Learning as appropriate (for specialist areas).
- Assessor's and verifier's awards or a commitment to achieving them within 12 months (for assessors for apprenticeships and other workplace learning programmes).
- Experience of coaching and development of colleagues.
- Innovation in teaching, learning and assessment including e-learning with a consistent track record of observations at good or better.
- Good understanding of the expectations of Ofsted and analysing the key strengths and areas for improvement in a curriculum or other aspect of the Common Inspection Framework.
- Experience of participation in moderation (internal and external).
- The ability to organise and prioritise.
- Experience of planning and delivering staff development to drive innovation in teaching, learning and assessment.
- A commitment to equality and diversity and an understanding of its promotion in teaching, learning and assessment.
- Highly developed written communication skills.

Desirable

- Qualified Teacher, Learning and Skills status.
- Experience of supervising other staff.
- Experience of the supervision of volunteers and integrating them into the planning and delivery of sessions.
- Experience of undertaking observation of teaching, learning and assessment
- Very good IT skills.
- Good understanding of the funding methodology and its implications for curriculum development and delivery.
- Driving licence and use of a car.

Part B

The following criteria will be further explored at the interview stage:

- The ability to analyse and interpret performance statistics.
- Experience of team leadership and an effective contribution to teams.
- Demonstrate an understanding of the self-assessment process and its contribution to performance improvement.
- Highly developed oral communication skills.

For different roles within the coordinator grade:

Quality (teaching, learning and assessment):

- Supporting colleagues to become outstanding in teaching, learning and assessment, including an up to date knowledge and experience of e-learning.
- Experience of using observation of teaching, learning and assessment data and other sources to identify priorities for development.
- Experience of supporting staff in the preparation for Ofsted.

Access to HE:

- Experience of the UCAS application process and supporting learners through the application process.
- Understands the principles of the efficient and effective planning of complex programmes of learning.

ESOL and Maths:

- Understanding of the organisation and planning of learner programmes in these areas.
- Experience and understanding of JCP expectations.

English and Family Learning

- Understanding of the organisation and planning of learner programmes in these areas.
- Experience and understanding of JCP expectations

Dyslexia, LLDD and Learner Support

- Understanding of the needs of learners on specialist programmes
- Knowledge and understanding of the assessment for and promotion of learner support across the whole service

Community Learning

- Experience of working with community based organisations
- Ability to undertake planning and timetabling activities in support of manager

Additional Requirements

Flexibility in working hours – the normal service delivery hours are Mon to Thurs 9am to 9pm and Friday 9am to 4pm. There is occasional weekend delivery by agreement only. Tutors may be required to teach up to two evenings per week although by mutual agreement more evenings may be taught.

DBS clearance

You will be required to act as duty manager on a rota basis.