

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

PCC Section: Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)
Department: See attached sheet
Job Title: Adult Learning Curriculum Manager
Post No:
Grade: NJC Grade: 9 SCP 30-34 9 SCP 30-34 £27,358 - £30,756
Responsible to: Assistant Vice Principal 19+
Responsible for: Admin. staff, tutors, assessors and LSAs
Completed by:
Date: July 2018

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Line management of staff • Quality Assurance processes 	<ul style="list-style-type: none"> • Post -19 education sector • Ofsted Inspection
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • strong work ethic • excellent communication orally and in writing • digital literacy • monitoring, recording and reviewing quantitative and qualitative data and information to meet targets and deadlines • presenting information and data coherently, making recommendations to support decision-making on improvements and efficiencies • prioritising work • leading by example • demonstrating a can do attitude • doing what is needed to get the job done • putting the organization at the heart of everything we do 	
EXPERIENCE	Proven experience in:	<ul style="list-style-type: none"> • Project

	<ul style="list-style-type: none"> • line management and supervision of staff • highly-effective co-ordination skills • monitoring of progress to targets and producing quantitative and qualitative data and reports • delivering to stretching targets within budget • implementing improvements in functions and processes • ability to demonstrate self-motivation 	management
QUALIFICATIONS	<p>Proven certification:</p> <ul style="list-style-type: none"> • educated to a minimum of "A" level standard or equivalent • minimum of Level 2 Literacy and Numeracy equivalent • recognized teaching qualification or willingness to work towards 	<ul style="list-style-type: none"> • IT qualification • Degree-level education
SAFEGUARDING AND PREVENT	<p>Proven commitment to:</p> <ul style="list-style-type: none"> • ensuring the safeguarding of children and vulnerable adults and that the organization's Prevent duty is carried out. 	
EQUALITY AND DIVERSITY	<p>Proven commitment to:</p> <ul style="list-style-type: none"> • ensuring the College's Equality and Diversity duty is met 	
CUSTOMER CARE	<p>Proven Record in:</p> <ul style="list-style-type: none"> • the understanding and practice of effective customer care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Is able and willing to travel within the locality and to attend occasional events outside Peterborough • Willing to participate in training for professional development 	Has own transport

	<ul style="list-style-type: none">• Adaptable and available to work such hours as reasonably necessary for the proper performance of duties	
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