



## Person Specification

Job Title

**Curriculum Manager - Hubs**

<b>Qualifications</b>		✓
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Degree Level or appropriate post graduate qualification</li> <li>Level 2 Maths, English and ICT</li> <li>Teaching qualification</li> <li></li> </ul>		A
<b>Desirable</b>		
<ul style="list-style-type: none"> <li>Educational management qualification at level 3 or above</li> <li>TAQA level 3 or equivalent</li> <li>TAQA level 4 or equivalent</li> </ul>		A
<b>Key skills</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Proven high quality leadership and management skills</li> <li>Proven high standards of interpersonal and communication skills</li> <li>Proven ability to coach and lead a team, conduct staff appraisals and participate in quality assurance activity</li> <li>Analysis and interpretation of data and taking remedial action where appropriate</li> <li>Sound knowledge and understanding of the Education Inspection Framework</li> </ul>		A/I
<b>Experience</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Experience of effective people management including managing change</li> <li>Experience of curriculum development with a particular focus on employment and independence related education, training and development</li> <li>Experience of managing successful curriculum and tutorial programmes</li> <li>Successful experience of delivering continuous quality improvement and managing performance and under-performance</li> <li>Up to date and relevant experience of industry related subject area</li> </ul>		A/I
<b>Knowledge</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Personal commitment to and awareness of safeguarding/children and vulnerable adults with a wide range of education and training needs.</li> </ul>		A/I
<b>Other personal requirements</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>The ability to manage difficult situations</li> <li>Positive outlook and a 'can do' solution-based approach to problem solving</li> <li>Able to effectively manage a varied and sizeable workload</li> </ul>		I I I

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview



## Person Specification

Job Title

**Curriculum Manager - Hubs**