

PERSON SPECIFICATION

Details of Person Specification

| Job Title: | Lecturer | Grade: | |
|-------------------|---------------------|--------|--------------|
| Division/Section: | | Date: | January 2014 |
| Prepared by: | Tom McGarry | | |
| Designation: | Assistant Principal | | |
| Reviewed by: | Carolyn Thomson | | |
| Designation: | Head of HR | | |

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

| No. | Description | Method of Assessment |
|-----|--|----------------------|
| | Essential | |
| | Excellent presentation skills | Presentation |
| | Excellent written communication skills | Application Form |
| | Excellent verbal communication skills | Interview |
| | Relevant subject knowledge | Interview |
| | Ability to use Microsoft Office applications | Interview |
| | An understanding of post compulsory education | Presentation |
| | An understanding of the wider remit of the lecturer role | Discussion point |
| | Desirable | |
| | | |
| | | |

2. EXPERIENCE AND EDUCATION

| No. | Description | Method of Assessment |
|-----|---|----------------------|
| | Essential | |
| | Relevant qualification as indicated in the accompanying advertisement | Application Form |
| | Desirable | |
| | Teaching Qualification or willingness to undertake a teaching qualification | Application Form |
| | Assessor/Verifier awards | Application Form |
| | Previous teaching/training experience | Application Form |
| | Relevant industrial/commercial experience | Application Form |

3. ACCURACY AND INITIATIVE

| No. | Description | Method of Assessment |
|-----|--|----------------------|
| | Essential | |
| | To be accurate in all aspects of lecturer work | Interview |
| | Ability to manage own workload | Interview |
| | Desirable | |

4. PEOPLE

| No. | Description | Method of Assessment |
|-----|--|----------------------|
| | Essential | |
| | Good interpersonal/team working skills | Interview |
| | Desirable | |

5. OTHER REQUIREMENTS

| No. | Description | Method of Assessment |
|-----|--|----------------------|
| | Essential | |
| | Ability to handle confidential information appropriately | Interview |
| | Commitment to equal opportunities | Interview |
| | Ability to work safely in a College environment | Interview |
| | Desirable | |