

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Head of Curriculum	Date:	October 25
Prepared by:	David Patterson		
Designation:	Principal		
Reviewed by:	Carolyn Thomson		
Designation:	Director of HR and OD		

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	
	Leadership skills adopting a coaching and collaborative approach, supported by sound planning with professional and clear communications.	Interview
	Very good communication skills and interpersonal skills to undertake work activities in accordance with Moray College UHI Values and Culture	Interview
	Ability to interrogate and challenge information robustly	Interview
	Good knowledge of issues facing the further and higher education sectors.	Interview
	Ability to think strategically and engage in strategic planning and evaluation of provision	Interview
	Good understanding of learning, teaching and assessment approaches.	Interview

	Well developed understanding of quality systems and qualification frameworks in a college context.	Interview
	Ability to engage in reflective practice to increase self awareness and support continuous learning.	Interview
	Desirable	

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Qualified to SCQF level 9	Application form
	Experience of managing and leading staff over a multidisciplinary curriculum in an educational environment	Application form
	Experience of managing curriculum areas	Application form
	Experience and success in curriculum development and in managing the quality of subjects and courses.	Application form
	Teaching experience in a relevant subject area	Application form
	Desirable	
	Possession of higher degree.	Application form
	Experience of engaging and leading cross college activities	Interview
	Possession of relevant teaching qualification.	Application form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	An innovative approach to work methods	Interview
	The ability to challenge established methods and implement change with a positive approach	Interview
	Confidence to take important decisions and back own judgement.	Interview
	Desirable	

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4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	Excellent interpersonal skills	Interview
	Excellent leadership skills	Interview
	The ability to lead staff through change in a positive way	Interview
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	Commitment to the CORE values of Moray College UHI	Interview
	Ability to work flexibly to meet the needs of the organisation	Interview
	Commitment to and experience of furthering and embedding equality and diversity matters	Interview
	Ability to work safely in a College environment	Interview
	Desirable	