

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 Assessor/Verifier awards Previous teaching/training experience Relevant industrial/commercial experience	Application Form Application Form Application Form Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential To be accurate in all aspects of lecturer work Ability to manage own workload	Interview 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 Commitment to equal opportunities Ability to work safely in a College environment	Interview Interview Interview
	Desirable	