

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS

Highlights the qualifications expected of jobholder

East Surrey College has joined the 'Skills Pledge' and we are committed to supporting all staff in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Maths & English GCSE / NVQ Level 2 (or willing to obtain)	✓	
Qualified to Level 3 in specialised vocational area	✓	
Assessor Qualification	✓	
Verifier Qualification		✓
Full clean driving license, own transport and willingness to use own transport for work purposes	✓	

KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Knowledge/experience of current developments in the FE/Adult curriculum		✓
Understanding of issues in teaching and learning in FE	✓	
Knowledge of relevant subject curriculum	✓	
Proven experience of working within a vocational area	✓	
Understanding of the importance of meeting funding deadlines	✓	
Evidence of good administrative skills	✓	
Skills in working to systems and procedures	✓	
Able to deal with a flexible pattern of work	✓	

COMPETENCIES – refer to ESC Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self Motivation (Adaptability & Flexibility, Accountability)	1
Performance Management	N/A
Resource Management	N/A
Developing Partnerships	N/A
Inspirational Leadership that focus' on the future	N/A