west lothian college

PERSON SPECIFICATION

Guidelines for applicants:
Each point of this person specification will be assessed throughout the recruitment process. It has been indicated beside each point whether the criteria will be assessed through the application form or at interview.

POST OF: **Learning & Skills Manager**	**ESSENTIAL**	**DESIRABLE**	**EVIDENCE**
EDUCATIONAL ATTAINMENTS	SCQF Level 9 qualification Evidence of Continuous Professional Development	Management qualification Teaching qualification	e.g. Application Certificates Interview
WORK EXPERIENCE	Previous experience of managing and developing a team. Relevant industry experience; eg. Care, Health, Sport.	Experience of learning and teaching and curriculum development. Experience of quality enhancement and development and of staff supervision.	Application
GENERAL ABILITIES	Excellent communication skills. Organisational skills ICT skills Confident, methodical and robust in management style	Highly skilled in learning, teaching and assessment.	Application and Interview
SPECIFIC APTITUDES	Able to provide first line management, coaching and mentoring to staff.	Experience of coaching and mentoring.	Application and Interview
MOTIVATIONAL & PERSONAL TRAITS	Highly motivated Able to form professional relationships with colleagues and teams. Reliable Positive attitude	Track record of self motivation.	Application and Interview

	Flexible		
CIRCUMSTANCES	Able to work outwith office hours and undertake travel.		
SPECIAL CONDITIONS	None		