

## PERSON SPECIFICATION

### Details of Person Specification

<b>Job Title:</b>	Lecturer	<b>Grade:</b>	
<b>Division/Section:</b>		<b>Date:</b>	January 2014
<b>Prepared by:</b>	Tom McGarry		
<b>Designation:</b>	Assistant Principal		
<b>Reviewed by:</b>	Carolyn Thomson		
<b>Designation:</b>	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
	<b>Essential</b>	
	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
	<b>Desirable</b>	

## 2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<b>Essential</b> Relevant qualification as indicated in the accompanying advertisement	Application Form
	<b>Desirable</b> 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
	<b>Essential</b> To be accurate in all aspects of lecturer work Ability to manage own workload	Interview Interview
	<b>Desirable</b>	

## 4. PEOPLE

No.	Description	Method of Assessment
	<b>Essential</b> Good interpersonal/team working skills	Interview
	<b>Desirable</b>	

## 5. OTHER REQUIREMENTS

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