Recruitment Brief

**You are the expert!** Please complete the below form to give us further detail about the job you are recruiting to. This will give us a better insight into the job which we will then brief into Socially Recruited who will target passive candidates through social media. The more information you provide, the more effective the targeting will be.

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| **Recruitment Brief** | |
| **SECTION 1: TO BE COMPLETED BY HUMAN RESOURCES** | |
| **Job Title:** | Head of Department – ESOL (English Speakers of Other Languages) 16-18 and Adult and Trade Union Studies |
| **Grade and Salary Range:** | MS4: £50,048 - £56,337 |
| **Contract Type:** | Permanent |
| **Hours:** | Full Time 37 Hours per week |
| **Number of Positions:** | 1 |
| **Reporting to:** | Director of Foundation Learning and Skills |
| **Line Management Responsibilities:** | 5 Programme Managers |
| **SECTION 2: TO BE COMPLETED BY HIRING MANAGER** | |
| **Purpose of the Role:** |  |
| **Target Sector(s):** |  |
| **Target Organisations (where would they work):** |  |
| **Job Titles (What job title would they currently hold):** |  |
| **Education Level/Qualifications:** |  |
| **Geographical Location (Where should we target):** |  |
| **The benefit that would best attract suitable candidates:** |  |
| **Any Other Useful Information:** |  |