

Loughborough College Job Description

1. Job Details

Job Title: **Sessional Instructor Trainer in Hairdressing**

Competency Level: **Curriculum Support 3**

Reporting To: **Curriculum Manager**

Department: **Service Industries**

Annual Salary (FTE): **£15.27 per hour**

Date: **March 2018**

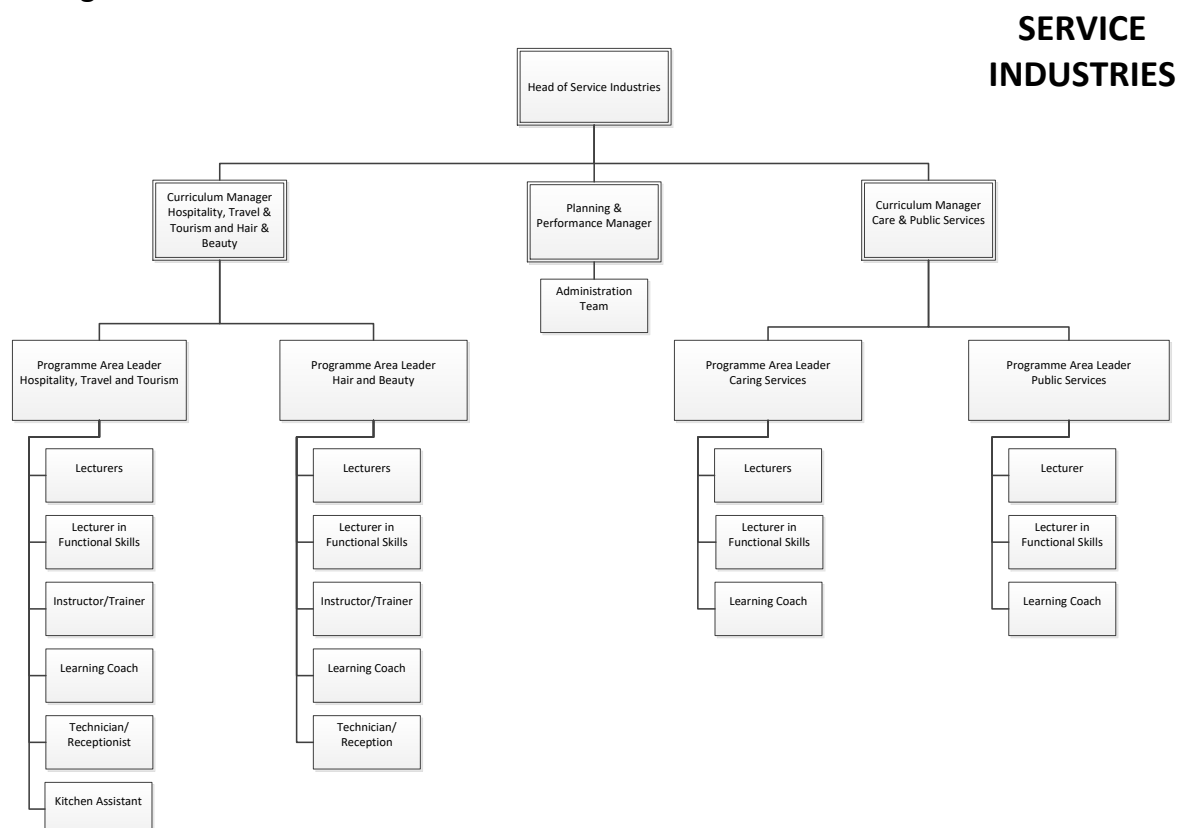
2. Job Purpose

To deliver inspiring training, learning and assessment to learners studying hairdressing where the knowledge being transferred is predominantly skill based.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To prepare lesson plans materials and resources for sessions that you deliver. This may be for group sessions or on a 1-2-1 basis
- To deliver high quality learning experiences to students both in College and on company premises through skills sessions, RWE and other practical learning based scenarios
- To assess groups of learners on a range of courses ensuring that practical and written work is assessed in line with awarding organisation and college requirements
- Assess and provide feedback to students on their performance to support their learning and development against targets set
- Ensure learner outcomes are tracked on the ILP and other relevant documentation
- To ensure that learners on vocational programmes work within the agreed timescales to satisfy Awarding Organisation criteria
- To liaise with the Programme Area Leader in designing and developing enrichment and competition opportunities that complement the curriculum learning
- To participate in moderation processes and internal verification and support assessment practices
- To hold progress reviews with students in line with course, programme or framework requirements
- To comply with best practice administrative and quality assurance systems
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

General duties:

- To continuously improve own training and assessing competences through being a reflective practitioner and undertaking appropriate staff development and training including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To keep up to date of current information and instructions including verbal and written information given by team members, Team Leader and Curriculum Manager.
- To respect professional boundaries and the confidential nature of personal information.
- To have a positive, customer focused and can-do approach to work.
- To ensure a safe working environment in accordance with Health and Safety Regulations and to follow procedures for reporting accidents and incidents as soon as practicable after their occurrence.

- To support, contribute to and take personal responsibility for implementing the College's policy on Diversity and Equality of Opportunity, DDA and Safeguarding.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may be responsible for or come into contact with.
- To participate in continuous professional development to ensure a high quality service.
- To contribute to a culture of continuous improvement.

6. Key Result Area

Action

Plan, prepare, deliver, and assess effective learning programmes

Apply effective differentiation and stretch and challenge techniques

Monitor progress in lessons and disseminate learner progress with key staff and stakeholders

Assess students and give high quality feedback

To participate in moderation and internal verification

To organise students on programmes within agreed timescales

To support quality assurance and quality improvement

Participate in staff development opportunities and mandatory training

Participate in department activities and meetings

Result

To ensure students achieve

To ensure all students achieve to the best of their ability

To ensure students are on track to achieve their target grades

To ensure students can meet their targets and progress

To ensure Awarding Organisation criteria are met and academic standards maintained

To ensure students achieve in a timely manner

To ensure Awarding Organisation requirements and College KPIs are met

To ensure teaching and learning is up to date and maintained to the highest standards

Increased recruitment, broader knowledge of department

7. Key Working Relationships and Communications

Internal:

Head of Department, Curriculum Manager, Programme area Leader, Apprenticeship Coordinator, Quality Assurance

External:

Awarding Bodies, Sponsors, Employers

8. Scope for Impact

Not applicable

9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. You respond enthusiastically to ideas from individuals or teams and provide constructive feedback. You understand how your tasks fit into achieving the College's outcomes.
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Brings leadership qualities to supervisory skills; inspires others to be their best. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. You include people in deciding actions and processes so that they feel personally connected to the accomplishment of goals. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws.
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant vocational qualification at an appropriate level	✓		A
2.	Possess at least a Level 3 teaching qualification	✓		A
3.	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	✓		A
EXPERIENCE				
4.	Significant vocational experience	✓		A/I/T
5.	Experience of delivering learning and assessment sessions to diverse groups of learners	✓		A/I/T
6.	Proven experience of motivating students to achieve excellent results	✓		A/I/T
7.	Experience contextualising and embedding learning to meet specific learning needs	✓		I/T
8.	Experience of collaborating with colleagues from other subject areas		✓	I/T
SKILLS & KNOWLEDGE				
9.	Excellent teaching and learning skills		✓	I/T
10.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context		✓	I
11.	Work flexibly and to deadlines	✓		I
12.	Excellent planning, administration and organisational skills	✓		I/T
13.	Work independently and as a part of a cross-curricular team		✓	I
BEHAVIOURS				
14.	Work effectively with colleagues as part of team	✓		I
15.	Motivate and relate with students from a range of different cultural backgrounds	✓		I/T
16.	Comply with professional standards at work	✓		I
17.	Show commitment to the improvement and maintenance of standards	✓		I
18.	Promote the College's equal opportunities policy and practices	✓		I
19.	Ensure the safeguarding of students	✓		I

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in March 2018 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	