

JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Beauty Therapy Lecturer 1 year fixed term (maternity cover)
RESPONSIBLE TO:	Head of School
SALARY:	From £26,943 up to £39,163 (Inclusive of London Weighting)
CLOSING DATE:	Friday 27 th July 2018
INTERVIEW DATE:	Tuesday 28 th August 2018

B. PURPOSE OF THE JOB

- To teach on a range of courses within the hairdressing or Beauty therapy curriculum area, and to carry out related duties in terms of marking and preparation, staff and curriculum development, course administration, student tracking.

C. MAIN DUTIES AND RESPONSIBILITIES

- To teach on a range of courses within the beauty therapy curriculum area
- To assess students against NVQ/VRQ standards in a real-work environment
- To implement the College Policy for Equality of Opportunity in all aspects of the post
- To implement curriculum and course development in the area of work, To participate in course team meetings as required
- To monitor and evaluate student progress and achievement and to keep accurate and updated student records, including registers, reports, assessment records and statistical data and course files
- To work with the course team to review the course and ensure the College quality assurance cycle is implemented
- To develop learning materials in line with aims, objectives, mode of assessment and accreditation
- To provide course and student information and statistics required by the College
- To contribute to the marketing of the provision and recruitment of students
- To identify students requiring extra support and refer them appropriately
- To provide reports on students and to write references as required
- To monitor attendance, timekeeping, homework etc., and to deal with those students who are not performing to required standards
- To be involved with course moderation/verification
- The work may be carried out in the post described in any of the College's sites

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.

- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.
- Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

Essential/ Desirable	Details
Essential	An appropriate professional qualification (level 1 – 3 beauty therapy & Make up artistry) and significant experience in the Beauty Industry
Essential	Recognised Teaching Qualification
Essential	Levels 3 and or 4 Qualification in Assessing and Assuring the Quality of Assessment (Assessor Award A1 and or V1 Internal Verifier)
Essential	A minimum of GCSE A*-C Grade or Level 2 equivalent in Mathematics and English
Essential	Appropriate successful teaching experience
Essential	Consistently rated good or above in teaching observations

Knowledge and Understanding

Essential/ Desirable	Details
Essential	Knowledge and understanding of NVQ/VRQ assessment and accreditation requirements
Essential	Knowledge and understanding of the Beauty industry and how policy and legislation impacts upon it
Essential	Knowledge of the courses/curriculum relevant to the post, and of recent curriculum and pedagogic developments affecting them
Essential	Understanding of how to adapt and vary teaching styles in order to make learning more affective
Essential	An understanding and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of the work

Skills and Abilities

Essential/ Desirable	Details
Essential	The ability to relate to, communicate effectively with, and counsel students, school leavers and adults, and to monitor their progress
Essential	An ability to maintain good working relationships with colleagues, to work as part of a team
Essential	High level of organising and administrative skills and a readiness to carry out admin and student support/tracking duties consistently and to a high standard

Safeguarding and Equality

Essential/Desirable	Details
Essential	Demonstrated commitment to equality of opportunity and the safeguarding and welfare of all pupils
Essential	Willingness to undertake training as required

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure