

# JOB DESCRIPTION

**POST TITLE:** LECTURER IN HAIR & MAKEUP  
**POST NUMBER:** WREQ1967  
**GRADE:** LECTURER SCALE

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## JOB PURPOSE

The person appointed will join a progressive and dynamic team of people working within the Service Sectors Division. The person will deliver on a wide range of vocational programmes to include makeup and hair on full-time and part-time programmes both in Further and Higher Education.

## KEY TASKS/DUTIES

The person appointed will be wholly responsible to the Subject Area Manager and ultimately to the Head of Faculty for Service Sectors.

- To provide high quality teaching, learning, assessment and internal moderation across a range of Hair and Makeup courses across HE and FE.
- To course coordinate programmes of study and be responsible for the success of learners on programme.
- Contribute to the delivery, tracking and monitoring of Hair, media makeup and other additional qualifications across cohorts of students.
- Tutorship of students, giving appropriate support to enable students to achieve their academic and vocational targets.
- Carry out interviews and provide guidance to potential students.
- Assisting students in their progression to either Higher Education or employment.
- To contribute developmental and continual improvement of courses, co-ordinating effectively with both staff and students.
- To be proactive in marketing/liaising with local schools, sector representatives and employers with the objective of developing and enhancing programmes of study, ensuring targeted levels of recruitment, establishing strong partnership links and raising the profile of the area.

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## GENERIC TASKS/DUTIES

In addition to the requirements of the post above, all members of the academic staff are required: -

- To complete all associated organisation/administrative work, preparation and marking;
- To deal with immediate student disciplinary and welfare issues;
- To keep and maintain specified student and class records;
- To plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision;
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;
- To participate in Programme/School/College and UCW activities as requested, parents evenings, career events, open days, interviews and other publicity and public relations events;
- To participate in Staff Appraisal, in-service training and industrial updating based on an assessment of individual service needs;
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures;
- To be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average;
- To comply with Information Security requirements, in line with Weston College policy;
- To undertake such duties as may be reasonably required commensurate with the grade of the appointment.

## HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



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## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale, Points 1-6: £23,604.00 to £31,169.00 per annum.

## **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 355.5 hours per annum (48 days), inclusive of statutory bank holidays.

Lecturer contact hours: 828 hours per annum.

*Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the qualification whilst in post.</i>	✓	
A full degree in Hair, Media Makeup and Theatrical.	✓	
Relevant successful teaching experience.	✓	
A Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain (with the assistance of the College) this Qualification, within the first two years of service.</i>	✓	
Level 3 Functional Skills or equivalent.		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Relevant professional or commercial experience.	✓	
Competence in IT.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students needs.	✓	
Working Knowledge of: <ul style="list-style-type: none"> <li>• Further Education, OFSTED and EQA;</li> <li>• Higher education, Subject level TEF and moderation.</li> </ul>	✓	
Vocational Assessors Awards - new A and V awards (TDLB D32/33/34 and maybe D36) or the Willingness to work towards the qualifications.		✓