

## Associate Lecturer – Beauty Therapy

<b>Title:</b>	Associate Lecturer in Beauty Therapy
<b>Grade:</b>	Associate Lecturer
<b>Activity:</b>	Regulated
<b>Contact Hours:</b>	Annual maximum: 1080 hours, weekly maximum; 30
<b>Responsible to:</b>	Head of Faculty

### Key Role Objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential within a commercial Salon / Spa and classroom setting.

### Main Duties

Provide teaching, learning and assessment.

#### 1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in a classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students and support student's pastoral needs.

- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments
- 1.11 Maintain accurate and detailed student records, including the writing of reports and references.
- 1.1 Set and monitor Personal Targets and eLLPs according to Faculty and College Policy.
- 1.2 Participate in open evenings, recruitment, trade events, conferences and other marketing events.
- 2. Additional Duties**
  - 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
  - 2.2 Be responsible for safeguarding and promoting the welfare of students.
  - 2.2 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
  - 2.3 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Reviewed: September 2022



# Person Specification

## Associate Lecturer

Criteria		How Evaluated	
		Application	Interview
Experience	<b>Essential:</b>		
	<ul style="list-style-type: none"> <li>- Extensive and up to date experience in the beauty and make-up industry</li> </ul>	✓	✓
Skills & Abilities	<b>Desirable:</b>		
	<ul style="list-style-type: none"> <li>- Teaching experience ideally in an FE environment</li> </ul>	✓	
Qualifications	<b>Essential:</b>		
	<ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>- Planning, organisation and time management skills</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>- Ability to motivate and inspire learners</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>- An ability to teach across the range of beauty, make-up and nail courses offered within the faculty</li> </ul>	✓	✓
	<ul style="list-style-type: none"> <li>- Administrative and record-keeping skills</li> </ul>	✓	
	<b>Desirable:</b>		
	<ul style="list-style-type: none"> <li>- Demonstrable IT competency</li> </ul>	✓	✓
	<b>Essential:</b>		
	<ul style="list-style-type: none"> <li>- Qualifications in Beauty Therapy to Level 3</li> </ul>	✓	✓
	<b>Desirable:</b>		
	<ul style="list-style-type: none"> <li>- Teaching qualification or willingness to work towards one</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>- Qualifications in Make-up Artistry and Nail enhancements.</li> </ul>	✓	✓

<b>Personal Qualities</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Flexible approach to working arrangements</li> <li>- Excellent team working with colleagues and other members of the faculty</li> <li>- Positive 'can-do' attitude</li> <li>- Learner focused and committed</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Willingness to undertake further training</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div></div> <div>✓</div>	<div></div> <div></div> <div></div> <div>✓</div> <div></div>
<b>Mandatory requirements</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>	<div></div> <div></div>	<div>✓</div> <div>✓</div>

**Reviewed:** September 2022

# Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

