

Job Description

Directorate	Curriculum & Quality
Department	Technical Skills
Section	Hairdressing
Job Title:	Lecturer in Hairdressing (0.2fte)
Grade:	£26,911- £31,172 per annum pro rata
Reports To:	Curriculum Manager
Responsible For:	

Teaching Commitment: 5 hours per week

Core Responsibilities

- Deliver well planned fun and unmissable teaching, learning and assessment which enables students to progressively develop detailed knowledge and skills and achieve programme qualifications in order to progress to future learning and or employment.
- Implement appropriate feedback and assessment systems to accurately check learning, adapting teaching as required to address misconceptions.

Key Accountabilities

- Deliver unmissable teaching, presenting subject matter clearly and in a manner which promotes appropriate discussion about the subject matter being taught and enables learning to be consolidated in preparation for external assessment where appropriate and or next steps.
- Develop assessments and mark students' work in accordance with College policy, to check understanding providing clear, direct and constructive feedback which address misconceptions and enables students to embed and develop their knowledge and skill.

Key Tasks:

Quality of Education

Develop and use high quality resources and teaching materials which meet course frameworks and learning outcomes.

Use technology, including the college's virtual learning environment, effectively to enable independent learning at any time or place.

Keep up to date with relevant course subject matter, industrial/commercial developments, course examination/assessment requirements and legislation.

Ensure all lessons commence promptly in accordance with the timetable and all teaching time is fully utilised to maximise learning.

Maintain a teaching environment which allows learners to focus on learning that reflects the ambitious intentions for the course of study.

Plan and effectively deploy Academic Support Workers to support teaching learning and assessment.

Develop and use initial assessments to accurately determine learners starting points and continually monitor that substantial and sustained progress is being made.

Take part in standardisation and internal quality assurance processes for example, the Course Review and SAR process and prepare relevant information and statistics as required.

Behaviour and Attitudes

Consistently apply College standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a College culture which is free from bullying, harassment or discrimination.

Maintain a fair and disciplined learning environment, setting clear expectations for behaviour addressing concerns in a timely manner following College policies and procedures.

Consistently challenging lateness and attendance concerns, working with learners to build resilience and find solutions to individual challenges. As appropriate signpost to relevant College support services.

Embed career related employability skills through high quality teaching and learning to support progression.

Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge and social responsibility.

Personal Development

Participate in the development of external partnerships in order to enrich teaching and learning and enable learners to develop knowledge and skills beyond the qualification.

Provide opportunities for learners to develop their character, confidence and resilience to promote physical and mental wellbeing.

Other

Participate in Parents' evenings, school liaison work, meetings with employers, examination board moderators/assessors/verifiers or representatives of Higher Education as required.

Assist in admissions activities such activities as open events, learner experience days and employer engagement events.

Collaborate with College marketing to celebrate student achievements.

Maintain the timely and accurate completion of MarkBook, registers and other relevant systems to accurately record student assessments and feedback.

Undertake cross College exam invigilation as required

Role Impact:

Successful delivery of the role will impact most significantly on the achievement of the following Strategic Aims:

- The 'Curriculum' Aim: Provide a challenging, well-thought-out and evidence-based curriculum offer that reflects local need and is implemented with integrity and in the best interest of all learners.
- The 'Teaching' Aim: Deliver fun and unmissable lessons that learners enjoy, attend and which support them to make progress and achieve their potential

Special Features:

Undertake teaching on a maximum of two evenings per week if required.

Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.