

JOB DESCRIPTION

Job Title:	Instructor Technician in Hair & Beauty
Salary Range:	£22,002.19 - £24,113.65 pro rata, per annum* (Support Scale 5, Points 13-16) <i>£8,800.87 – £9,645.46 per annum - Salary estimation based on 14.8 hours per week, 52 weeks per year</i>
Contract:	Temporary until 31st of July 2024/Part time
Ref Number:	CS11145

Protection of Children and Young Persons (The Children's Act 1989)

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

Background to the Post

The post holder will provide practical instruction at relevant industry standards, working with teaching and learning staff. You will provide practical support, instruction, training and supervision to students in practical subjects both on an individual and group basis, ensuring provision is learner focused, ensures academic excellence, high quality learning and an outstanding student experience and which reflects the principles of the personalised curriculum and contributes to the achievement of the College's strategic and development plans.

Instructors / Technicians provide a high standard of technical and learning support in order to maintain a well prepared and realistic working environment.

This role will be essential to the effective delivery of study programmes to young people and qualifications to adults. This post is split as half instructor and half technician. The post holder will be expected to deliver 540 hours of timetabled instructed sessions to groups of learners (pro rata).

The Instructor / Technician will report directly to the Head of Department for Hair & Beauty.

Subject areas covered

The Instructor technician may be required to deliver sessions across the following subject area: Beauty Therapy and Make-up Artistry where appropriate. In addition, instructors may be required to deliver sessions on Health and Safety and safe working practices as well as sessions aimed to support learners in exhibiting and presenting their work.

Duties and Responsibilities

1. To deliver timetabled instruction to groups of learners towards qualifications in a practical environment and carry out in-class assessment of learner work and abilities.
2. To develop and maintain a well prepared, realistic and safe working environment and develop the professional attitude of the students towards their work and give them every opportunity to practice and develop their skills.
3. Support the efficient and effective running and development of all aspects of the curriculum, including comprehensive preparation of equipment and learning areas, demonstrating and supervising students working in the practical skills area.
4. To provide cover where required to ensure the continued effective running of the department.
5. Carry out routine maintenance of facilities and ensure the safety, cleanliness and tidiness of the learning areas in accordance with Health and Safety regulations.
6. To maintain an effective stock control system, the storage, ordering, receipt of deliveries and organisation of equipment and materials relevant to the area.
7. To assist with the planning, development and improvement of the provision to meet curriculum demands and the needs of users.
8. To ensure that all students using the workshop facilities receive an appropriate Health and Safety induction in the use of machinery and safe working practices
9. To assist with any other technical and/or support duties across the Technical Academy as may be required from time to time including preparation of open days/career events and to attend team meetings

Instructor Technicians are not expected to:

- To teach theory
- To write schemes of work
- To deal with knowledge based assessment
- To mark work outside of the practical setting

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

Health and Safety

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

Safeguarding

Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

Annual Leave

The College offers a generous annual leave entitlement to support staff, commencing with 25 days rising to 28 days after 5 years' service, pro rata per annum plus 8 statutory days (Public & bank Holidays) and College closure days (all pro rata for part time posts).

Hours of Work

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 14.8.

Place of Work

The principal place of work will be the College's premises based at Rugby College. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

Offers of Work

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

Employee Benefits

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working
- Generous annual leave entitlement plus up to 4 free College Closure days a year
- Comprehensive training programme
- Leadership & Management training programme to develop our next generation of managers
- Superb health and wellbeing support with Wellbeing@WCG
- Employee Assistance Helpline offering free, confidential, 24 hours support and guidance
- The opportunity to join our voluntary health cash plan run by Health Shield
- Free onsite gyms at most colleges
- Discounted part time and professional courses
- Cycle to work scheme

- Discounted hair & beauty treatments in our college salons
- The opportunity to join NEST pension scheme
- Free will writing service
- Free car parking on site
- Staff discounts in our Plant Centre at Pershore College

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with HR when making your application.

		How Measured	
Attainments:		Application Form	Interview
Essential	A level 3 qualification (e.g. NVQ level 3, A Levels or equivalent)	✓	
	GCSE grade A-C or equivalent qualification in Maths and English or a willingness to achieve literacy and numeracy qualifications within the first 12 months of employment.	✓	
	Previous experience of working within the vocational area	✓	✓
	Awareness of Health and Safety regulations and experience of implementing H&S procedures	✓	✓
	Experience in using and maintaining a range of appropriate equipment		✓
	Demonstrate behaviours which support the Core Values of the College.		✓
	All new instructors / trainers to the College must gain their teacher training qualification within three years. The	✓	✓

	continuation of your Contract of Employment is subject to you acquiring your teacher training qualification. (Details of the qualification are attached)		
Skills and Knowledge:			
Essential	Self-motivated and with an ability to motivate others.		✓
	Ability to work effectively within a team		✓
	Effective time management		✓
	Excellent organisational and communicational skills.		✓
	Ability to deliver a quality student/client focused service.		✓
	Ability to demonstrate an understanding and knowledge of Equality & Diversity	✓	✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.	✓	✓
	Ability to demonstrate behaviours which support the Core Values of the College.	✓	✓

Applications should apply by sending a copy of their CV to jobs@warwickshire.ac.uk

When selecting applicants for short-listing, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.

***A percentage of this salary is unconsolidated. An unconsolidated pay award is a monthly percentage pay award that is non pensionable. The rate included on the job description is the annual full time equivalent amount.**