**Job Description**

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| **Directorate** | Curriculum & Quality |
| **Department** | Technical Skills |
| **Section** | Hairdressing |
| **Job Title:** | Lecturer in Hairdressing |
| **Grade:** | £24,649 - £29,394 per annum pro rata |
| **Reports To:** | Assistant Director |
| **Responsible For:** |  |
| ***Teaching Commitment: 11 hours per week*** | |
| **Principal Accountabilities:**   * To provide high quality teaching, learning and assessment for all students/clients to support the mission, aims and strategic objectives of the College. * To teach on hairdressing programmes - all levels * To safeguard and promote the welfare of children, young people and vulnerable adults who are students of the College. | |
| **Key Tasks:**    ***Teaching & Learning***  Develop resources and teaching materials to meet course frameworks and learning outcomes and teach an appropriate timetable in accordance with College Policy.  Develop assessments and mark students’ work, ensuring learning outcomes have been met and that feedback is both detailed and constructive.  Maintain the timely and accurate completion of MarkBook, registers and other relevant systems such as SIMS to accurately record student assessments and feedback.  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.  Set and mark homework or completed work in accordance with College policy and undertake exam invigilation as required  Assist in the identification of appropriate work placements for students and take part in the work based assessment of students as required.  Undertake internal verification as and when required and in a timely manner.  ***Academic Development***  Engage with quality assurance procedures, for example, the Course Review and SAR process and prepare relevant information and statistics as required.    Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the College.  Design, review and adapt module and unit content across all programme types in response to employer and student feedback.  Participate in Parents' evenings, school liaison work, meetings with employers, examination board moderators/assessors/verifiers or representatives of Higher Education as required to ensure the widest possible publicity for College activities and the relevance of the curriculum to the student/client group.  Participate in networks to build new relationships that benefit both the Directorate and the College.  Engage in peer driven cross-College development initiatives ensuring pedagogy is continually developed keeping abreast of the most recent practice and technological developments  Attend relevant staff development events delivered throughout the academic year to support the develoment of teaching and learning, providing learners with an outstanding experience  ***Pastoral***  Provide a point of contact for student welfare issues referring problems on where they are complex or serious, communicating poor patterns of attendance and punctuality to co-ordinators.  Liaise with parents, guardians and employers to ensure students are progressing and developing in a timely manner and to their full potential.  ***Student Recruitment***  Assist in pre-entry, recruitment, selection and admissions activities (including such activities as Open Days, Taster Days, Employer Engagement Days) in order to promote the Directorate and College and gain a better understanding of student needs/expectations.  Participate in Directorate and College marketing and student events as required.  Assist with the development of publicity material to support the effective promotion of courses  ***Team Working***  Be an active member of course/subject teams and attend Directorate and College meetings, as required, in order to contribute to the decision-making process and to develop productive working relationships within and across teams.  Work collaboratively with colleagues to support the development of self and others and to ensure the continuous improvement of performance.  Work collaboratively with Curriculum Co-ordinators, Pastoral Co-ordinators and Assistant Directors ensuring full compliance with all quality assurance systems and processes.  Carry out administrative duties associated with providing a comprehensive and supportive service to students/clients. | |
| **Special Features:** | |
| Undertake teaching on a maximum of two evenings per week if required. Deliver maths and English teaching as required .  Further progression within the extended salary scale up to the maximum point will be subject to annual review. | |
| **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. | |

**Person Specification**

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| **Job Title:** | | | Lecturer in Hairdressing | | | | |
| **Directorate:** | | | Curriculum & Quality | | | | |
| **Department:** | | | Technical Skills | | | | |
| **Section:** | | | Hairdressing | | | | |
| In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.  All disabled candidates who meet the minimum essential criteria will be included on the shortlist | | | | | | | |
|  | **Attributes** | | **Item** | **Relevant Criteria** | | **How Identified** | **Essential/**  **Desirable** |
| 1 | Skills & Abilities | | 1.1  1.2  1.3  1.4  1.5  1.6 | Ability to convey information (both orally and in writing) to a range of diverse audiences.  Ability to deliver high quality teaching and learning in Hairdressing from level 1 -3.  High Level Practical Hairdressing Skills  Ability to work independently and as part of a team in order to deliver individual and team objectives.  Competent in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages.  Excellent communications skills. | | I  T  T  I  I  I | E  E  E  E  E  E |
| 2 | General & Special Knowledge | | 2.1  2.2  2..3 | Possess sufficient breadth and/or depth of specialist knowledge and Practical Skills in Hairdressing to teach on a range of established programmes.  Appropriate knowledge to teach at level 3  Knowledge of and/or use of web-based learning methods. | | I  I/T  I | E  E  E |
| 3 | Education & Training | | 3.1  3.2  3.3  3.4  3.5 | A Level 3 Hairdressing Diploma  A Cert Ed or equivalent  Level 3 Barbering/Gents Hairdressing Diploma  Level 4 qualification in Hairdressing & Management  Level 2 English and Maths qualifications (or equivalent) | | A  A  A  A  A | E  E  D  D  E |
| 4 | Relevant Experience | | 4.1  4.2  4.3  4.4  4.5 | Full or part-time teaching experience on level 2 and 3 programmes  Experience of designing and delivering content and/or learning materials within existing frameworks.  Experience of providing pastoral support to students.  Experience of developing partnerships/links with internal and/or external agencies.  Experience of working as a Hairdresser/Barber on a commercial basis | | A  A  I  I  A/I | E  E  E  D  E |
| **Key:** | | **How Identified** | | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |