



## **BARNET AND SOUTHGATE COLLEGE JOB DESCRIPTION**

**JOB TITLE:** MGL Beauty Therapy

**POST REFERENCE:** MGL-BEAUTY

**SALARY GRADE:** Main Grade Lecturer point 7 – 16.

**HOURS:** 35 hours per week

**PRIMARY LOCATION:**

Colindale. Can be asked to work at any location.

**PURPOSE OF POST:**

- To plan, teach, assess and internally quality assure the Beauty Therapy curriculum
- To develop resources to support teaching and learning
- Student management and administration
- To contribute to course team activities

**RESPONSIBLE TO:**

Curriculum Manager, Service Industries

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**Main Duties:**

1. To teach and assess students across a range of abilities, in a way that suits individual students and is motivating, supportive and inspiring.
2. To contribute enthusiastically to the development of the curriculum both individually and as part of a team in line with college and government requirements.
3. To prepare schemes of work, lesson plans, assignments and assessments as required and to assess students work in line with department and awarding body requirements.
4. To use new learning technologies in undertaking teaching and other duties
5. To keep up to date with subject specialism and to attend training identified.
6. To contribute to the development of resource materials.

7. To be a personal tutor for one or more group/s of students as required.
8. To act as subject leader/course leader as required.
9. To keep records, monitor and track students' progress and attendance and to keep management information and statistical data to fulfil the requirements of the College's QA and information systems.
10. To be a member of course teams, to attend course team meetings and make an active contribution to course team meetings.
11. To work with student and learning support services within the College to ensure students have access to all available support.
12. To contribute to the departments Employer Advisory Board including planning employer/career/alumni events and student training events.
13. To participate in the College's Lesson Observation and PDR processes.
14. To assist students in planning and finding appropriate enrichment activities, work placements, risk assessment of workplace and monitoring of student progress.
15. To support the department with the entry and co-ordination of student examination entries and invigilation of examinations.
16. To lead the Assessment and IQA of beauty therapy learners including paper based and online portfolio evidence systems and processes.
17. To be responsible for and to promote good health and safety practice during practical teaching.
18. To support the timetabling of beauty therapy provision.
19. To provide students with opportunities to gain English and Maths qualifications, monitor attendance and to liaise with appropriate college managers.
20. To support the department management team members with trips and visits, community events, commercial activities, marketing activities, and resources planning.
21. To encourage and support students to enter Local and National competitions.
22. To undertake assessment of learners, internal verification, to prepare for external verification and inspection.
23. To undertake industrial updating as required.
24. To carryout risk assessments and other assessments as are necessary for the College to comply with its obligations under the Health and Safety Legislation.
25. Work within the guidelines of the College's Health and Safety policy;
26. Be aware of equality and diversity and safeguarding opportunities and demonstrate these principles in all aspects of work;

27. Be aware of your College entitlement to professional development;
28. Such other duties commensurate with the grade of the post as may be reasonably required.

#### General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

## **PERSON SPECIFICATION ( A- Application, I – Interview)**

### **QUALIFICATIONS AND EXPERIENCE**

1. Experience of recent teaching in the Further Education sector is essential. (A, I)
2. Cert Ed or equivalent qualification or the achievement of Cert Ed within 2 years of appointment is essential (supported through College Staff Development). (A, I)
3. Level 3 National Vocational Qualification Beauty Therapy or equivalent vocational qualification is essential.(A)
4. Current assessor and verifier awards are essential. (A, I)
5. The ability to teach and assess Functional Skills English and Maths is desirable. (A, I)
6. Relevant and current industrial/commercial experience is essential. (A, I)
7. Level 4/5 beauty therapy qualification/skills is desirable. (A)
8. Assessor and verifier experience across a range of beauty therapy qualifications is essential. (A,I)

### **SKILLS AND ABILITIES**

8. An ability to work as a member of a team is essential. (A, I)
9. A willingness to work flexibly is essential (A, I)
10. An ability to offer pastoral guidance and support to students is essential. (A, I)
11. Excellent interpersonal and communication skills are essential. (A, I)
12. An ability to work under pressure and meet deadlines is essential. (A, I)
13. Computer literacy is essential. (A, I)
14. A willingness to undertake training and gain qualifications to support the job role is essential. (A, I)
15. A commitment to widening participation and inclusive learning is essential. (A, I)
16. An ability to work within, contribute to and implement the College's Equal Opportunities Policy is essential (A, I)