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Job Description

Section Manager: Hairdressing and Beauty Therapy

Title of Post: Section Manager: Hairdressing and Beauty Therapy

Section: School of Hair, Beauty, Hospitality, Early Years and Performance

Grade: Academic Pay Spine pt. 37 - 40

Reporting to: Head of School for Hair, Beauty, Hospitality, Early Years and Performing Arts

Base: Hayes/Uxbridge

**Overview:**

The successful candidate will manage both the Hairdressing and Beauty Therapy Sections. This role requires a qualified Hairdresser holding qualifications up to Level 3 in women’s hairdressing and will teach 16 hours per week during term time.

**Key Responsibilities:**

* **Section Management:** Oversee the day-to-day operations of the Hairdressing and Beauty Therapy Sections, ensuring high standards of education and student satisfaction.
* **Teaching:** Deliver up to 16 hours of teaching in women’s hairdressing at Level 3.
* **Programme Coordination:** Manage full-time and part-time study programmes in Hairdressing and Beauty Therapy.
* **Quality Assurance:** Ensure all programmes meet the required educational standards and compliance.
* **Student Support:** Provide guidance and support to students, facilitating their academic and professional growth.
* **Work-Based Learning:** Coordinate Intermediate and Advanced Apprenticeship Standards in Hairdressing, incorporating Functional Skills and Tutorial sessions.

**Programmes Offered:**

* **Hairdressing:**
  + Level 1 Hair and Beauty
  + VRQ Level 2 and Level 3 in Hairdressing
  + Level 2 Technical Certificate in Hairdressing
  + Level 3 Advanced Technical Diploma in Hairdressing
* **Beauty Therapy:**
  + Level 2 Diploma in Beauty Therapy
  + Level 2 Technical Certificate in Beauty Therapy
  + Level 3 Diploma in Beauty Therapy
  + Level 4 Diploma in Advanced Beauty Therapy (Full-time and Part-time)
* **Short courses**
* Cutting and Styling,
* Barbering,
* Indian Bridal Make Up

**Additional Components:**

* **Study Programmes:** Incorporate maths, English, Elevate, and work experience elements.
* **Apprenticeships:** Include Functional Skills and Tutorial support within the Intermediate and Advanced Apprenticeship Standards in Hairdressing.

### DUTIES

### Marketing and Recruitment of Students

1. To organise recruitment activities and ensure the appropriate guidance and initial assessment of students.
2. To liaise with internal and external teams/organisations/parties, as directed by the Head of School, to ensure the effective and efficient recruitment and guidance of students.
3. To ensure staff attend promotional events and activities and contribute to the positive promotion of the School and section, to include employers in order to contribute to the School’s employer engagement targets.

**Support for Students**

1. To ensure the implementation of the College’s Tutorial Policy, including the effective use of Attendance Co-ordinators and named tutors.
2. To ensure the implementation of the College’s Basic Skills strategy.
3. To ensure the sharing, organisation and up-dating of resources are accessible to staff and students.
4. To implement the College Careers and Guidance Policies.
5. To liaise with the Student and Learning Support team to ensure that students receive maximum benefit from these services.

**Design and Delivery of Programmes**

1. To teach on a range of programmes according to your specialism (see above for courses currently offered in the section; courses are subject to change)
2. To co-ordinate and advise on the production of all relevant course materials, including schemes of work, lesson plans and assessment schedules.
3. To ensure the development and implementation of new schemes, including submissions to awarding bodies.
4. To ensure that College policies for the delivery of curriculum, including functional skills, are implemented fully.
5. To maximise the use of IT within the curriculum.
6. To ensure the courses maximise the students’ employability skills through the integration of employer involvement within the curriculum design and to build on the schools/ sections employability targets in conjunction with the Head of School

**Quality and Evaluation**

1. To implement the College’s Quality Policy.
2. To ensure the implementation of the College’s target setting procedures, including the use of value added measures.
3. To ensure there is appropriate moderation and verification of assessment processes.
4. To collate and analyse performance data ensuring that all staff are aware of improvement requirements.
5. To provide leadership and direction in the implementation of sound practice in teaching, learning and assessment.

**Management**

1. To prepare course and staff timetables as directed by the Head of School.
2. To ensure the maximum use of accommodation and staffing resources.
3. To ensure that students and staff take pride and responsibility for the learning environment, including the tidiness, comfort and safety of accommodation within the remit of the School.
4. To assist the Head of School in the management of staff, providing supervision to a staff team.
5. To assist the Head of School in inducting, supporting and developing staff, especially the support and management of agency staff.
6. To assist the Head of School in the booking of part-time lecturers.
7. To carry out staff appraisal and teaching observations, as agreed with the Head of School, and to assist in the development and training of all staff within the post holder’s remit.
8. To assist in development planning and the construction of the School’s course portfolio.
9. To assist in the management of the School, including contribution to marketing, business and development planning.

# Other

1. To keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.

2. To promote Equal Opportunities and implement the College’s Equal Opportunities Policy.

3. To provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy.

1. To take an active part in the College’s appraisal and mentoring schemes.
2. To complete all documents necessary to comply with College HR policies, e.g. agency lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
3. To carry out any other duties commensurate with the scale and grade of the post.

# BACKGROUND

The purpose of the post is to ensure the recruitment, retention, and achievement of students within the post holder’s area of responsibility, to deputise for the Head of School and to manage the curriculum and staffing arrangements for Full time, Apprenticeship, and commercial courses. The post of Section Manager involves considerable subject-based and pedagogic knowledge and understanding with the Hairdressing Industry, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practices of teaching and learning. As a curriculum manager you will be expected to act as a role model to lecturers, and deputise for the Head of School in carrying out their duties. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All staff must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

#### Section Manager: Hairdressing and Beauty Therapy

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | Howassessed\* |
| Qualifications |  |  |  |
| * Minimum Level 3 qualification in Hairdressing | **✓** |  | Cert/AF |
| * A Level 5 teaching qualification recognised by the FE sector (e.g. DET or equivalent) | **✓** |  | Cert/AF |
| * Assessor award (A1 or equivalent) | **✓** |  | Cert/AF |
| Verifier award or willing to obtain (V1 or equivalent) | **✓** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| * Minimum of 3 years successful teaching experience in Hairdressing | **✓** |  | AF/IV |
| * Minimum of 5 years’ Hairdressing industry experience | **✓** |  | AF/IV |
| * Curriculum management/co-ordination experience | **✓** |  | AF/IV |
| * Understanding of quality assurance, curriculum and funding issues | **✓** |  | AF/IV |
| Ability to build and maintain effective relationships with local employers | **✓** |  | AF/IV |
| * Up-to-date knowledge of the relevant subject area | **✓** |  | IV/T |
| * Experience of leading/supervising a team | **✓** |  | AF/IV |
| * Knowledge of City and Guilds | **✓** |  | AF/IV |
| Skills and Experience |  |  |  |
| * The ability to engage and inspire students | **✓** |  | IV/T |
| * Good written communication skills | **✓** |  | AF |
| * Good interpersonal skills | **✓** |  | IV/T |
| * Good classroom practice and able to maintain high standards of teaching and learning | **✓** |  | IV/T |
| * Good IT skills and evidence of use of IT within the curriculum | **✓** |  | AF/T |
| * Good administrative skills | **✓** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **✓** |  | AF/IV |
| * Commitment to Equal Opportunities and Safeguarding in an education environment | **✓** |  | AF/IV |
| * Tutoring experience | **✓** |  | AF/IV |
| * Ability to work effectively as part of a team | **✓** |  | AF/IV |
| * Evidence of continuing professional development | **✓** |  | AF/IV |
| * Self-motivation | **✓** |  | IV |
| * Commitment to learners and learner achievement. | **✓** |  | IV |
| **Competencies**  *Section Managers should be able to demonstrate competency in the following areas:*  Communication; Planning and Organising;  Interpersonal Sensitivity; Strategic Vision; Motivating Others; Problem Solving and Decision Making; Developing Self and Others | **✓** |  | AF/IV |

\*Evidence of criteria will be established from:

Cert = Certificates (checked on appointment)

AF = Application Form

IV = Interview

T = Test (Presentation delivered at interview stage)

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.