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# Job Description

### **Lecturer: Beauty Therapy**

Title of Post: Lecturer: Beauty Therapy (0.6 FTE) – equivalent to 3 days per week

Hours: 21.6 hours per week, 52 weeks per year

Section: Beauty Therapy

Grade: Uxbridge College Academic Pay Spine pt. 23 – 36

Reporting to: Section Manager: Hair and Beauty and Sport

Base: Harrow-on-the-Hill

# MAIN PURPOSE OF POST:

The main purpose of the job is to ensure the retention and achievement of students through the delivery of good practice in teaching and learning. To teach, develop and improve programmes of study in Beauty Therapy.

**DUTIES SPECIFIC TO THE POST:**

All Lecturers have a generic list of duties (see below) and some which are specific to the postholder, including the following:

Teaching on full time Beauty C&G levels 2 and 3 including:

* C&G Level 2 Diploma (VRQ) in Beauty Therapy (3003-63)
* C&G Level 2 Technical Certificate in Beauty Therapy (6003-20)
* C&G Level 3 Diploma (VRQ) in Beauty Therapy (3003-36)

Commercial courses:

* Beauty Therapy short courses.
* C&G PT/ Evening Beauty Therapy courses at L2 and L3 and our newest qualifications L4 Hair Reduction and Skin Rejuvenation using LASER Systems

It is preferred that the successful candidate will have experience teaching the L2 and/or L3 Technical qualifications.

Level 4 qualifications for Beauty Therapy are to be added to the portfolio for HRUC.

Courses, qualifications already gained, and industry experience of Laser treatment would be a benefit to the School.

**GENERIC DUTIES:**

**Recruitment of Students**

* Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
* Interview potential applicants and contribute to the Student & Learning Services interviewing schedules.
* Contribute to the development, promotion and delivery of the College’s marketing and recruitment strategies.

**Induction and Support for Students**

* Carry out student inductions and contribute to the design of induction programmes.
* Carry out progress reviews, including the completion of necessary documents.
* Provide support within the structure of the School to ensure the attendance, retention and achievement of students.
* Understand and keep up to date with student support and learning support arrangements, ensuring students have full information, and making appropriate referrals.
* Where appropriate, ensure that Basic Skills initial and diagnostic assessments are undertaken and that students receive effective learning support.
* Ensure that resources within your subject area are kept up to date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare students for employability, career progression and/or further education and training.
* Product reports and attend events to provide information to parents/employers.

**Design and Delivery of Programmes**

* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Deliver and assess Functional Skills.
* Where appropriate, integrate the delivery and assessment of Basic/Key Skills/Functional Skills into the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Implement the School’s policies on assessment and homework.
* Participate in the evaluation of the effectiveness of the programme.

**Curriculum Duties**

* To be responsible for the organisation and development of the curriculum and liase with external bodies.
* Attend team meetings, staff meetings and College events as directed by managers.
* Keep records up to date, including the completion of registers, and tracking documentation.
* Liaise with colleagues to ensure that new members of staff are fully appraised of requirements.
* To assist in the monitoring and supervision of all part time teaching staff to ensure they are kept informed regarding all college and curriculum developments.

**Quality**

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Contribute to the course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.
* Participate in additional activities, such as projects on the improvement of teaching and learning, as required.

**Other**

* Keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
* Take an active part in the appraisal and mentoring processes.
* Contribute to Basic Skills staff development programmes as appropriate.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy
* Complete all documents necessary to comply with College Personnel policies, eg Agency Lecturer booking forms, sickness forms, appraisal forms, etc and ensure all staffing records are kept up to date.
* Carry out any other duties commensurate with the scale and grade of the post.

**BACKGROUND:**

The post of Lecturer involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the postholder has a motivation for keeping themselves up to date with developments in their professional area and also in the practices of teaching and learning. Lecturing is more than just teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All postholders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensuring that they take on the very best practice to meeting individual learner needs, including the promotion of equal opportunities. All staff are required to implement College policies.

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| **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.** |

**Lecturer: Beauty Therapy**

#### Person Specification

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|  | **Essential** | **Desirable** | **How assessed?\*** |
| Qualifications |  |  |  |
| Qualification in Beauty Therapy at Level 3 | **✓** |  | Cert/AF |
| Level 4 in Hair Reduction using Intense Pulsed Light Systems |  | **✓** | Cert/AF |
| Level 4 in Skin Rejuvenation using LASER Systems |  | **✓** | Cert/AF |
| Minimum of Level 5 teaching qualification recognised by the FE sector (e.g. DET, DTLLS)\*\* or willingness and ability to undertake teacher training, supported by the College | **✓** |  | Cert/AF |
| Assessor award (A1 or equivalent) or willing to obtain | **✓** |  | Cert/AF |
| Internal Verifier award (V1 award or equivalent) or willing to obtain | **✓** |  | Cert/AF |
| Knowledge |  |  |  |
| Minimum of 3 years’ experience gained in the Beauty industry | **✓** |  | AF/IV |
| Up to date knowledge of the relevant subject area | **✓** |  | AF/IV |
| Experience of teaching, training or assessing in Beauty Therapy | **✓** |  | AF/IV |
| Skills and Experience |  |  |  |
| The ability to engage and motivate learners aged 16-19 | **✓** |  | IV/T |
| Good communication skills, written and verbal | **✓** |  | AF/IV/T |
| Good interpersonal skills | **✓** |  | IV/T |
| Good classroom practice | **✓** |  | T |
| IT skills | **✓** |  | AF |
| Using IT within the curriculum |  | **✓** | IV |
| Tutoring | **✓** |  | IV/AF |
| Team working | **✓** |  | IV/AF |
| Continuing professional development | **✓** |  | AF/IV |
| Self-motivation | **✓** |  | IV |
| Commitment to learners and learner achievement | **✓** |  | IV/AF/T |
| Ability and willingness to teach on evening classes (approx. 1 per week) until approx. 7.30pm | **✓** |  | AF/IV |
| **Competencies**  *Academic staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising  Interpersonal Sensitivity; Adaptability/Flexibility  Results Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

T = Test (Micro-teach/Skills test) Cert = Certificates checked on induction

\*\*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.