

Job Description

Job Title:	Lecturer in Beauty Therapy
Responsible To:	Area Head Salon Studies
Line Management of other staff:	No
Location:	Colchester
Salary:	Actual Salary £23,924 - £26,138 per annum. Full-time Salary - £29,507 - £32,238 per annum
Date of last review:	February 2024

Purpose Statement:

You will undertake teaching and course leadership responsibilities within Beauty Therapy and be responsible for various administrative tasks as requested by the Head of Salon Studies. You will provide support and guidance to students in assessment planning and subject delivery.

Main Duties & Responsibilities:

1	To teach across a range of Beauty Therapy curriculum.
2	To undertake teaching and course leadership responsibilities within Beauty Therapy and to be responsible for various administrative tasks as requested by the Head of Salon Studies.
3	To assist in the effective, efficient management and administration of Beauty Therapy curriculum.
4	To provide support and guidance to students in assessment planning and subject delivery.
5	To monitor standards of students' work in line with awarding body guidelines.
6	To engage in marketing and publicity activities as necessary.
7	Adhere to and promote the College's Safeguarding, Equality & Diversity and Health & Safety policies and practices.
8	To deliver high quality teaching, learning and assessment, including the development of relevant resources.
9	Contribute to the marketing and promotion of courses, including attendance at open events throughout the year.
10	Achieve appropriate targets agreed with your line manager including learner welfare, recruitment, attendance, retention and success rates.
11	Ensure compliance with study programme guidelines including monitoring and tracking of learner progress and planning support and interventions where necessary.

12	Utilise departmental and College data to plan improvement in learner outcomes, ensuring accurate information is entered onto the College systems.
13	Maintain up to date knowledge of developments within industry, and contribute to planning new curriculum, course design and development.
14	To develop and update personal professional expertise in the relevant areas.
15	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
16	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title:

Lecturer in Beauty Therapy

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in Beauty Therapy including electrical treatments.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.	✓		A
Assessor/Verifier Awards	✓		A
Quality Assurance Qualification		✓	
Experience	Essential	Desirable	How is this assessed?
Demonstrable experience of working in the Beauty Therapy industry.	✓		A / I
Experience of teaching, training and assessing to groups of learners.	✓		A / I
Course leadership experience.		✓	A / I
Curriculum development experience.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Good communication skills with ability to work effectively with employers, customers, academic and support staff.	✓		A / I
Experience of producing publicity and promotional material.	✓		A / I
Ability to organise, deliver train and monitor individual student progress of their whole study programme.	✓		A / I

Ability to work flexible hours including a minimum of one/two evenings.	✓		A / I
Excellent I.T skills.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Special Requirements			
Ability to work at all sites in Colchester and Braintree	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test