

## CAPEL MANOR COLLEGE JOB DESCRIPTION AND PERSON SPECIFICATION

<b>POST:</b>	Lecturer in Dog Grooming
<b>GRADE:</b>	Teaching and Learning
<b>RESPONSIBLE TO:</b>	Team Leader in Dog Grooming
<b>CAMPUS:</b>	Enfield
<b>HOURS:</b>	21.6 hours, Part Time

### KEY RESPONSIBILITIES

1. Contributing to the teaching programme of the College for full time and part time Dog Grooming courses.
2. Acting as a personal/year/course tutor as required.
3. Liaising with academic staff and college managers with regard to the College's Self-Assessment process.
4. Maintaining and contributing to a quality service.
5. Maintaining a safe and healthy working environment in accordance with the College's health and safety policies and procedures.
6. Operating within the College's Equal Opportunities framework to achieve targets.
7. Contributing in the running and upkeep of the colleges grooming salon.

### MAIN RESPONSIBILITIES

1. Delivering and co-ordinating the assessment of a range of Dog Grooming subjects across level 2 and 3 to appropriate examination body standards, including both centre- and work-based learning.
2. Acting as a Course Manager including minuting of meetings, carrying out tutorials with students, recording results and providing management information.
3. Contributing to management of delegated budgets in accordance with College policies and procedures.
4. Supporting curriculum planning, development and support within the School.
5. Researching and the production of course materials.
6. Liaising with external bodies, visiting speakers and potential sponsors.
7. Ensuring that all requirements and regulations relating to health and safety are adhered to at all times. Responsible for ensuring that the health and safety of students is maintained whilst undertaking practical sessions.
8. Providing specialist input into the development of new dog grooming courses, modules, services or activities within the college.
9. Any other duties of a similar nature as required by the Head of Animal Management & Saddlery.

### **Subject Specialist Duties and Responsibilities**

1. Providing specialist advice and guidance relating to Dog Grooming.
2. A background in the Dog Grooming industry.
3. A passion for Dog Grooming.

## **Tutoring/Course Development and Co-ordination**

As part of the course team, the Lecturer acts as the main point of reference for students in a particular year or course group. The role includes:

- a. Participation in inducting students
- b. Providing educational and welfare guidance
- c. Assisting students in preparing individual action plans
- d. Following up student absence and tracking their course work
- e. Acting as the focal point in the maintenance of student disciplinary procedure
- f. Undertaking exit interviews with students
- g. Preparing administrative returns and reports as may be needed in relation to students, including destination records
- h. Writing student references
- i. Completing UCAS and other forms with students
- j. Participates in activities to publicise courses
- k. Assists in planning and developing courses and course materials
- l. Participates as member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.

### **GENERAL**

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

### **PERSON SPECIFICATION**

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>QUALIFICATIONS (Educational and Vocational)</b>	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.	Essential
	Evidence of continuous professional development.	Essential
	Level 3 dog grooming qualification	Essential
	Teaching qualification (support will be given to gain accreditation or willingness to achieve within a	Essential

	specified period.)	
	Assessor awards (training will be provided to achieve these)	Desirable
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Experience in the dog Grooming industry.	Essential
	A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision.	Desirable
	Experience in grooming a range of breeds to pet and breed specific requirements.	Essential
<b>SKILLS (Competencies and Aptitudes)</b>	The ability to develop positive working relationships with individuals at all levels.	Essential
	Active interest in use of ILT to improve access to learning.	Desirable
	The ability to communicate effectively orally and in writing.	Essential
	A thorough understanding of the techniques involved in Dog Grooming processes.	Essential
	Effective communication/organisation skills and ability to work on own initiative and as part of a team.	Essential
	Sound administrative skills	Essential
	An enthusiasm to devise and deliver programmes which attract students into dog grooming.	Essential
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	An understanding of safeguarding and a commitment to a safe learning environment.	Essential
	Clean driving licence.	Desirable
	Commitment to inclusive and comprehensive educational provision	Essential
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	Essential
	Willingness and ability to work outside of normal office hours on occasion (time off in lieu will be granted). Willingness to work flexibly in response to changing organisational requirements	Essential