

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Lecturer in Beauty and Nails
Responsible To:	Curriculum Leader
Department:	Hair and Beauty
Salary Grade:	(Qualified Lecturer)

JOB ROLE

<p>Deliver high quality inspirational teaching and learning.</p> <p>Be responsible for the delivery and development of beauty courses.</p> <p>Provide teaching, learning and assessment opportunities in guidance with the awarding body requirements to promote achievements.</p> <p>To take responsibility for completing administrative skills to effectively support the day to day operational duties in the department, including schemes of work and assessment.</p> <p>To undertake teaching responsibilities and tutorial duties, to offer support and guidance to learners which includes setting and reviewing targets with students as part of their learner journey.</p> <p>Contribute to the process of continuous improvement in the quality of teaching and learning to effectively promote a positive learning experience for Sandwell college learners to include attendance, retention and achievement.</p> <p>To participate in completing industry CPD as required by the awarding body.</p> <p>The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.</p>
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KEY DUTIES

No	Description of Duties
1	Deliver specific programmes as directed by your line manager
2	Participate in curriculum development and planning
3	Maintain appropriate records for both academic and administrative purposes

4	Carry out administrative duties in accordance with the general policy framework of the college
5	Take responsibility of courses and course tutorship including personal tutoring
6	Assume joint responsibility within course teams for quality of course delivery
7	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
8	Identify and develop materials suitable for teaching and learning purposes
9	Assist in the development of effective support systems for students on mainstream programmes
10	Support the expansion and development of the learning provision
11	Carry out academic duties in accordance with the general policy framework of the college
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Support fully, at all times, the colleges aim and objectives
14	Ensure a high level of confidentiality at all times
15	Undertake appropriate in-service training when required to do so
16	Be prepared to teach groups of students in one or more of your core programme areas

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Lecturer

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree and/or appropriate professional qualification relevant to the department or working towards	X	
1.2	Certificate in Education or Level 5 Teaching Qualification or working towards	X	
1.3	Level 3 Beauty Therapy Qualification	X	
1.4	Qualification in Level 3 Assessors award	X	
2. Experience			
2.1	Experience of excellent teaching and learning and assessment practice in the beauty sector	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Delivering additional nail experience would be an advantage		X
2.4	Experience of internal verification		X
3. Skills/Abilities			
3.1	Be able to present information to learners and colleagues using ILT	X	
3.2	Be able to work as part of a team	X	
3.3	Excellent organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
4. Qualities			
4.1	Willingness to work within a team to implement college strategic policy	X	
4.2	Willingness to work flexibly	X	
4.3	Genuine understanding of and commitment to Equal Opportunity in practice, and sensitivity to student, staff and client needs	X	
4.4	Prepared to actively participate in new developments	X	
4.5	Providing advice or guidance to students aged 16+ relating to their physical, emotional and or educational well-being	X	