

**Lecturer in Media and Theatrical Make-up**

**Job Description**

**Area : Faculty of Services, Engineering and Construction**

**Salary Scale : £25,808 - £38,936 *(pro rata per annum)***

**Hours of work : 29.6**

**(Full-time/Part-time)**

**Line Manager : Assistant Director Hair, Beauty and Hospitality**

**Responsibility for**  : Teaching on a range of courses up to Level 3;

Undertaking other duties including tutorial support and associated administrative tasks; *and*

Promoting and safeguarding the welfare of children and young persons in line with college policies.

**Main Purpose of position:**

To provide innovative and engaging teaching and learning to the College’s learners in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction
* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality
* Is judged as outstanding at next Ofsted/QAA Inspections.

**Key Duties and Responsibilities:**

1. Teach on a range of courses, primarily in the specified faculty but also as required in other faculties.
2. Undertake other specified duties including tutorial support and associated administrative tasks.
3. Have available an up to date specification and scheme of work *(showing methods of delivery)* for each course/class taught and to lodge a copy of this information with the Assistant Director of Faculty by the start of the course.
4. Prepare suitable teaching and learning materials for a range of courses/classes and make use of a range of appropriate delivery methodologies including where available the Library.
5. Attend classes punctually and complete accurately all class records including the register of attendance and schemes of work.
6. Report any variations to the agreed class timetable to the appropriate Assistant Director of Faculty and obtain permission for any long term or planned changes.
7. Keep records as required of all student assessed work and report progress or otherwise at appropriate course team meetings.
8. Set, assess and maintain records of all examinations or end of unit assessments and where required advise Finance and Administration of such results.
9. Attend Faculty, Course Team or subject area meetings as required.
10. Attend as required Progress Evenings, College Open Evenings and other promotional events of the College.

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality
2. Reflect the vision, mission, aims and values of the college
3. Comply with College policies, procedures and agreements
4. Contribute actively to the risk management of the College.
5. Promote and implement the College’s strategies on equality, diversity and safeguarding.
6. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment
7. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work
8. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



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**Person Specification**

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|  | **Assessment Method** | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References | |
| **Education and Qualifications** | | | | | | | | |
| Essential | |  |  |  |  |  |  | |
| * Level 3 or above Industry relevant qualifications | | **✓** |  |  |  | **✓** |  | |
| * Teacher trained *(PGCE, DTLLS or CertEd)* or working towards | | **✓** |  |  |  | **✓** |  | |
| * GCSE Grade C *(4/5)* in English and Maths *(or equivalent)* | | **✓** |  |  |  | **✓** |  | |
| * A1/V1 *(or willingness to work towards)* | | **✓** |  |  |  | **✓** |  | |
| Desirable | |  |  |  |  |  |  | |
| * Relevant subject qualifications in Beauty | | **✓** |  |  |  | **✓** |  | |
| * IT Qualification | | **✓** |  |  |  | **V** |  | |
| * Evidence of ongoing professional development | | **✓** |  |  |  | **✓** |  | |
| **Skills and Experience** | |  |  |  |  |  | |  |
| Essential | |  |  |  |  |  | |  |
| * Excellent teaching skills | |  | **🗸** | **🗸** |  |  | | **🗸** |
| * Experience of teaching level 3 | | **🗸** |  | **🗸** |  |  | | **🗸** |
| * Proven experience in teaching Media and Theatrical Make-up *(relevant work in professional environment)* | | **🗸** |  | **🗸** |  |  | | **🗸** |
| * Successful experience of teaching students of varied ages, backgrounds and abilities | | **🗸** |  | **🗸** |  |  | | **🗸** |
| * Excellent knowledge of current affairs | |  | **🗸** | **🗸** |  |  | |  |
| * Good working knowledge of the requirements of subject area in school and HE sectors | |  | **🗸** | **🗸** |  |  | |  |
| * Excellent IT skills | | **🗸** | **🗸** | **🗸** |  | **🗸** | |  |
| * Awareness and understanding of equality and diversity matters in the workplace and the community | | **🗸** |  | **🗸** |  |  | |  |
| Desirable | |  |  |  |  |  | |  |
| * Experience of teaching Beauty | | **🗸** |  | **🗸** |  |  | |  |
| * Good working knowledge of recent curriculum developments at post-16 | | **🗸** |  | **🗸** |  |  | |  |
| * Proven experience in course team leadership | | **🗸** |  | **🗸** |  |  | |  |
| * Contribute to the development of course materials for courses offered by the Department | | **🗸** |  | **🗸** |  |  | |  |

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|  | **Assessment Method** | | | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References | |
| **Personal Attributes** | |  |  |  |  |  | |  |
| Essential | |  |  |  |  |  | |  |
| * Strong inter-personal skills | |  |  | **🗸** |  |  | | **🗸** |
| * Good team player | |  |  | **🗸** |  |  | | **🗸** |
| * Able to communicate effectively with students and staff | |  |  | **🗸** |  |  | | **🗸** |
| * Able to influence and lead colleagues | |  |  | **🗸** |  |  | | **🗸** |
| * Ability to work co-operatively and effectively with colleagues in the curriculum area and across college | |  |  | **🗸** |  |  | | **🗸** |
| * Good organisational skills, ability to prioritise and work under pressure | |  |  | **🗸** |  |  | | **🗸** |
| * Ability to inspire confidence in students | |  |  | **🗸** |  |  | |  |
| * Commitment to student success | |  |  | **🗸** |  |  | |  |
| * Commitment to on-going professional development | | **🗸** |  |  |  |  | |  |
| * Flexible approach to work | |  |  | **🗸** |  |  | |  |
| **Other requirements for employment** | | | | | | | | |
| Essential | | | | | | | | |
| Enhanced DBS check | | | | | | | | |

Updated: April 2023

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**Academic**

**Terms and Conditions**

**Salary**: £23,747 - £27,472 pro rata per annum

**Hours of Work:** 22.2 hours per week

**Annual Leave:** 35days pro rata

**Notice Period:** 3 months (after probationary period)

**Probationary Period:** 9 months

**Continuous Professional Development:** Cheshire College is committed to the continuous development of all staff and will provide adequate training for the post holder to meet the requirements of the role

**Pension:** Teacher Pension Scheme

**DBS**: All staff must complete and make payment (£44) for an

enhanced Disclosure and Barring Service Check