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**Lecturer/Instructor Demonstrator in Hairdressing**

**Job Description**

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

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| **Salary** | **:** | **£27,486 - £41,467 *(pro rata per annum) /* £28,282 - £30,881 *(pro rata per annum)*** |

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| **Hours of Work**  ***(Full-time/Part-time)*** | **:** | **20.35/11.1** |

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| **Line Manager** | **:** | **Assistant Director – Hair, Beauty and Hospitality** |
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**Responsibility for** **:**  Lecturing on a range of courses in Hairdressing;

**:** Undertaking other duties including tutorial support and

associated administrative tasks;

: Develop learners’ practical skills through demonstrations and

instruction in practical workshops and realistic working

environments;

: Assess learners against identified frameworks;

**:** Promoting and safeguarding the welfare of children and young

persons in line with College policies; *and*

**:** The marketing and promotion of the provision to employers and

stakeholders.

**Main Purpose of Job:**

To provide innovative and engaging training and assessment of learners up to level 3, support learner progress through assessment in the workplace and curriculum delivery 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 satisfaction;
* Is effective, efficient and provides excellent value for money;
* Reflects the vision, mission, aims and values of the College;
* Is innovative, developmental and sector leading; *and*
* Promotes a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. Teach effectively on a range of programmes across the College curriculum, which may include timetabled lessons, cover, delivery of modules or bespoke provision.
2. Thoroughly prepare suitable teaching, learning and assessment materials for a range of courses/classes and make use of a variety and appropriate learning and teaching methods.
3. Thoroughly prepare flexible teaching, learning and assessment materials; develop and maintain the curriculum area’s Virtual Learning Environment (VLE) and incorporate the use of digital technologies/ILT to enhance learning experiences.
4. Have available an up to date syllabus and scheme of work (showing methods of delivery and embedded cross-cutting themes) for each course/class taught and to lodge a copy of this information with the appropriate manager by the start of the course.
5. Complete promptly and accurately all class records including the register of attendance and tracking of learner progress against targets.
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 learner assessed work and report progress or otherwise at appropriate meetings.
8. Responsible for the delivery of hairdressing skills to learners and clients adhering to all relevant Health and Safety legislation.
9. Develop and maintain a customer base for the Salon in line with identified set financial targets.
10. Support the learners in compiling and maintaining their portfolios to the awarding body required standards.
11. Support and plan for assessment opportunities with learners.
12. Prepare materials, tools and equipment, workplaces and workstations.

1. Ensure that agreed Health & Safety and environmental practices are implemented and adhered to within the salon environment.
2. Attend and contribute to course team meetings and business area meetings, as necessary.
3. Contribute fully to College and Directorate teams including sharing best practice and being involved in developing the curriculum.
4. Attend as required parents’ evenings, college open events and other promotional events organised by the college
5. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
6. Teach, relevant to subject specialism, up to contracted hours.
7. Undertake the normal administrative duties required of lecturers/instructor demonstrators including assistance with admissions (including interviews at welcome evenings for prospective learners), enrolment, induction and providing management information as required.
8. Participate in the Course and Departmental Self-Assessment Reporting process

**Generic Duties and Responsibilities**

1. Follow all agreed Quality Assurance Systems and Risk Management systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
2. Support and promote a culture of innovation, excellence and equality.
3. Comply with all College policies and procedures (eg. Health and Safety and Equal Opportunities) and ensure that these policies are followed by staff and learners.
4. Contribute to the risk management of the College.
5. Support and follow 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 post is based at Cheshire College South and West however there may be the need to carry out vocational assessments and associated duties off site.

***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.***

**Lecturer in Hairdressing**

**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 | |  |  |  |  |  |  |
| * Teacher trained *(PGCE, DTLLS or CertEd)* or commitment to work towards | | **ü** |  |  |  | **ü** |  |
| * Assessor Award *(TAQA/A1)* | | **ü** | **ü** | **ü** |  | **ü** |  |
| * Level 3 qualification *(or equivalent)* in Hairdressing | | **ü** |  |  |  | **ü** |  |
| * GCSE Grade C (4/5) in English and Maths | | **ü** |  |  |  | **ü** |  |
| * Evidence of ongoing professional development | | **ü** |  |  |  | **ü** |  |
| Desirable | |  |  |  |  |  |  |
| * Level 4 or higher qualification *(or equivalent)* in occupational related area | | **ü** |  |  |  | **ü** |  |
| * Verifier Qualification | | **ü** |  |  |  | **ü** |  |
| * IQA | | **ü** |  |  |  | **ü** |  |
| * Other qualifications in a related subject | | **ü** |  |  |  | **ü** |  |
| * Level 3 Award Review Health and Safety Procedures in the Workplace or equivalent (or be willing to work towards) | | **ü** |  |  |  | **ü** |  |
| **Skills and Experience** | | | | | | | |
| Essential | |  |  |  |  |  |  |
| * Excellent teaching, learning and assessment skills | |  | **ü** | **ü** |  |  |  |
| * Up to date practical work experience and competence in Hairdressing | |  | **ü** | **ü** |  |  |  |
| * Good working knowledge and understanding of the Apprenticeships and NVQ framework including assessment methodology | |  | **ü** | **ü** |  |  | **ü** |
| * Ability to plan organise and manage end point assessments (EPAs) with employer/awarding organisations and apprentices. | | **ü** |  | **ü** |  |  |  |
| * Ability to engage with employers and/or employer representatives to ensure effective and efficient delivery of learning opportunities | | **ü** |  | **ü** |  |  |  |
| * Ability to use and monitor the use of electronic tracking and monitoring systems: Management information systems, electronic portfolios, client relationship management systems. | | **ü** |  | **ü** |  |  |  |
| * Ability & experience in communicating effectively with employers and/or with people working in senior positions | | **ü** |  | **ü** |  |  |  |
| * Ability to think, plan and manage relevant apprenticeship standards/frameworks | | **ü** |  | **ü** |  |  |  |
| * An understanding of and an ability to deliver excellent customer service to internal and external customers | | **ü** | **ü** |  |  |  | **ü** |
| * Produce comprehensive oral and written reports on all aspects of the role as required | | **ü** | **ü** | **ü** |  |  |  |
| * Ability to inspire confidence in learners/employers/staff | | **ü** |  | **ü** |  |  |  |
| * Working knowledge of Health and Safety | | **ü** |  | **ü** |  |  |  |
| * Excellent IT and organisational skills | | **ü** |  |  |  |  |  |
| * Understanding of equality, diversity and inclusion in working and learning environment | | **ü** | **ü** | **ü** |  |  |  |
| * Ability to promote learning and opportunity for all | | **ü** | **ü** |  |  |  |  |

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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 | |
| Desirable |  | | |  | | |  | | |  |  | |  | |
| * Up to date practical work experience and occupational competence in a wider range of disciplines/processes | **ü** | | | **ü** | | | **ü** | | |  |  | |  | |
| * Working knowledge of Health and Safety | **ü** | | |  | | |  | | |  | **ü** | |  | |
| * Ability to teach another subject area | **ü** | | |  | | | **ü** | | |  |  | |  | |
| * Experience of undertaking lead verification of qualifications | **ü** | | |  | | | **ü** | | |  |  | |  | |
| * Experience and knowledge of apprenticeship standards | **ü** | | |  | | | **ü** | | |  |  | |  | |
| * Organise learning environments and supporting education / training | **ü** | | |  | | | **ü** | | |  |  | |  | |
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|  | **ü** | | |  | | |  | | |  | **ü** | |  | |
| **Personal Attributes** | | | | | | | | | | | | | | |
| Essential |  | | | | | | | | | | | | | |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels *(internally and externally to College)* and to translate ideas into actions | **ü** | |  | | **ü** | | | |  | | |  |  | |
| * Emotional intelligence, self-awareness and confidence |  | | **ü** | | **ü** | | | |  | | |  |  | |
| * Accuracy and attention to detail | **ü** | |  | |  | | | |  | | |  |  | |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure |  | |  | | **ü** | | | |  | | |  | **ü** | |
| * Flexible approach to working |  | |  | | **ü** | | | |  | | |  | **ü** | |
| * Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment |  | |  | | **ü** | | | |  | | |  | **ü** | |
| * Commitment to on-going professional development | **ü** | |  | |  | | | |  | | |  | **ü** | |
| * An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults |  | |  | | **ü** | | | |  | | |  |  | |
| **Special Factors** | | | | | | | | | | | | | | |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)* | **ü** |  | | | |  | |  | | |  | | |  |
| * Full, current driving licence | **ü** |  | | | |  | |  | | |  | | |  |
| * Enhanced DBS check | | | | | | | | | | | | | | |

Updated: April 2025