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**Assistant Director – Hair, Beauty & Hospitality**

**Job Description**

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

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| **Salary** | **:** | **£45,311 - £54,084** |

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| **Hours of Work**  ***(Full-time/Part-time)*** | **:** | **37** |

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| **Line Manager** | **:** | **Assistant Principal Curriculum** |

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| **Responsibility for** | **:** | Line Management of Curriculum and Support Staff. |
|  | : | To drive and develop outstanding provision, through innovative and high-quality curriculum delivery. |
|  | : | Provide strong, positive and inspirational leadership in the development and delivery of Hair, Beauty & Hospitality |

: The marketing and promotion of the provision to employers and

stakeholders.

**Main Purpose of Job:**

To take responsibility for the management of the curriculum area in order to ensure that the services it provides:

* Meet the needs of learners, employers and other stakeholders.
* Are of the highest possible quality in terms of learner outcomes, benchmarked success rates, teaching and learning observations and learner/employer satisfaction.
* Are effective, efficient and provide excellent value for money.
* Reflect the vision, mission, aims and values of the College.
* Are inventive, developmental and sector leading.
* Promote a culture of excellence and equality.
* Are judged as at least ‘*Good’*’ at next Ofsted/QAA *(if applicable*) Inspections.

The post-holder will be a member of the College Curriculum Leadership Team (*CLT*) and will work closely with the College Senior Leadership Team (*SLT*) and Executive Leadership Team (*ELT*). The Assistant Director will manage the curriculum area of Hair, Beauty & Hospitality in line with the College’s Vision, Mission and Values.

**Key Duties and Responsibilities:**

1. To ensure the curriculum meets the needs of the learners and delivers a high standard of learning experience and learner satisfaction, in line with the standards and expectations required throughout the College.
2. Undertake an appropriate teaching commitment which may include timetabled lessons, cover and/or delivery of modules.
3. Be responsible for maintaining and developing innovative and challenging curriculum using up-to-date course design strategies, developing teaching, assessment and learning practices to ensuring sector leading learning experiences for all learners.
4. Ensure the production of high-quality schemes of work across the curriculum area, monitoring their delivery, supervising assessment strategies, and overseeing the tracking and monitoring of learner progress and reporting.
5. Ensure curriculum design and delivery incorporating study programmes and staff timetables deploy staff and resources to agreed levels of efficiency and contracted teaching hours as well as cover for absent colleagues.
6. Undertake a strong and supportive line management function including performance management, individual and team development in line with the College’s Human Resources Policies and Procedures.
7. Support, manage and inspire learners to successfully achieve and progress.
8. Monitor and manage learner behaviour and discipline.
9. Review the performance of curriculum teams using SMART objectives for individual Performance Development Reviews and ensure that Continuous Professional Development of staff takes place.
10. Produce an annual self-assessment report (*SAR*) for the curriculum area and Continuous Improvement Plan (*CIP*), liaising with academic and support staff as necessary to ensure that the curriculum area achieves and maintains a judgement of outstanding.
11. Be responsible for the implementation and monitoring of College quality systems within the curriculum area, including lesson observations, Self-Assessment Report (*SAR*), Continuous Improvement Plan (*CIP*), Curriculum Area Support Activity (*CASA*) and user surveys.
12. Ensure the quality systems are rigorous and encompass all Curriculum activities and improvement targets. With fully implemented actions reported to the Assistant Principal Curriculum, Assistant Principal Quality, Foundation English and Maths, SLT and ELT.
13. Ensure all learners on Study Programmes within the area undertake meaningful, external Work Placements.
14. Implement appropriate and effective early interventions to address under performance within the Curriculum area leading to sustained improvement, in conjunction with the Assistant Principal Curriculum.
15. Ensure all data relating to curriculum activity is recorded on time and is accurate including the maintenance of accurate timetables, registers and the collection of learner recruitment, retention, and success rates against targets set.
16. Manage delegated resources and budgets effectively to achieve best value by managing the risk/ responsibility for all income and expenditure and identifying new income streams including an entrepreneurial approach to funding curriculum development.
17. Manage the learning resources, teaching environments and corridor displays to maintain the College ethos, curriculum area identity and quality of visual stimulus for learners.
18. Responsible for the standards of verification and moderation within the Curriculum area including liaison with awarding bodies as appropriate.
19. Identify and respond to market opportunities ensuring effective recruitment leads to viable group sizes and to develop the range and quality of courses available. Develop collaborative approaches to curriculum delivery to create efficient and dynamic curriculum.
20. Recognise, celebrate and share good practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
21. Network across the UK to seek out outstanding and sector leading practice in curriculum areas that will ensure the College is at the forefront of innovation and development.
22. Work closely with the Assistant Principal Apprenticeships & Employer Engagement and the Dean of Higher Education to increase recruitment, develop strong industry links, monitor learner and employer satisfaction and continually raise standards.
23. Work with the Director of Marketing and School Partnerships to respond and actively develop partnerships with Schools and Employers.
24. Work with the International Recruitment Manager to enhance teaching and learning through the development of international links to increase international recruitment and income.
25. Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
26. Carry out duty manager responsibilities on a rota as part of the duty team.
27. Specific additional responsibilities for the curriculum area in line with the particular sector subject area.
28. **Generic Duties and Responsibilities:**
29. Promote a culture of innovation, excellence and equality.
30. Reflect the vision, mission, aims and values of the College.
31. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
32. Contribute to the development of and ensure compliance with College policies, procedures and agreements.
33. Contribute to whole College strategic and operational management through participation in formal committees and meetings and work closely other staff to resolve College wide problems and issues.
34. Contribute actively to the risk management of the College.
35. Promote and implement the College’s strategies on equality, diversity and safeguarding.
36. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
37. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
38. 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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**Assistant Director – Hair, Beauty & Hospitality**

**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 | References |
| **Education and Qualifications** | | | | | | |
| Essential |  |  |  |  |  |  |
| * Degree *(or equivalent)* in a relevant discipline | **✓** |  |  |  | **✓** |  |
| * Teacher trained *(PGCE or CertEd)* | **✓** |  |  |  | **✓** |  |
| * GCSE Grade C *(4/5)* or above in English and Maths | **✓** |  |  |  | **✓** |  |
| Desirable |  |  |  |  |  |  |
| * Further degree | **✓** |  |  |  | **✓** |  |
| * Management qualification | **✓** |  |  |  | **✓** |  |
| * Assessor/Verifier Awards | **✓** |  |  |  | **✓** |  |
| **Skills and Experience** | | | | | | |
| Essential |  |  |  |  |  |  |
| * An open management style that motivates and inspires others to achieve outstanding results | **✓** | **✓** | **✓** | **✓** |  | **✓** |
| * Strong team building skills | **✓** | **✓** | **✓** | **✓** |  | **✓** |
| * An understanding of how to deliver outstanding inspection results in a challenging financial climate | **✓** |  | **✓** |  |  | **✓** |
| * Significant and relevant experience in teaching and learning in further and/or higher education. | **✓** |  | **✓** |  |  | **✓** |
| * Excellent teaching skills | **✓** | **✓** | **✓** |  |  | **✓** |
| * Understanding of the assessing and verifying required by relevant awarding bodies. | **✓** |  | **✓** |  |  | **✓** |
| * Managing quality processes and procedures to secure improvements and high achievements | **✓** |  | **✓** |  |  | **✓** |
| * Managing a robust and rigorous but supportive lesson observation process and achievement of sector leading standards | **✓** |  | **✓** |  |  | **✓** |
| * Working knowledge of contemporary curriculum and assessment developments | **✓** |  | **✓** |  |  | **✓** |
| * Excellent working knowledge of latest national quality standards e.g., Ofsted | **✓** |  | **✓** |  |  | **✓** |
| * Proven record of integrating curriculum and business support areas to create sector leading learning resources and learner experiences | **✓** |  | **✓** |  |  | **✓** |
|  | **Assessment Method** | | | | | |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification | References |
| **Skills and Experience continued** | | | | | | |
| * Robust data analysis of complex information to inform quality improvement and decision making. | **✓** | **✓** | **✓** |  |  | **✓** |
| * Appropriate level of digital literacy | **✓** |  | **✓** |  |  |  |
| **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. | **✓** |  | **✓** |  |  |  |
| * Emotional intelligence, Self-awareness and confidence |  |  |  | **✓** |  |  |
| * The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm | **✓** |  |  | **✓** |  |  |
| * The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources |  |  | **✓** |  |  |  |
| * Able to appropriately challenge staff and hold difficult conversations |  |  | **✓** | **✓** |  | **✓** |
| * Accuracy and attention to detail |  | **✓** |  | **✓** |  |  |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure |  | **✓** |  | **✓** |  |  |
| * Flexible approach to working | **✓** | **✓** | **✓** | **✓** |  |  |
| * Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the College community | **✓** |  | **✓** |  |  | **✓** |
| * Commitment to on-going professional development for self and others | **✓** |  |  |  | **✓** |  |
| **Other requirements for employment** | | | | | | |
| Essential | | | | | | |
| * Enhanced DBS check | | | | | | |

Updated: May 2025