**Sessional Beauty Lecturer**

**Up to 9.5 hours per week from September ‘24**

**£31.42 per hour**

An exciting opportunity has arisen to recruit a **Beauty Lecturer** into our modern and easily accessible campus in **Epsom, Surrey**. Candidates will deliver teaching to students on Level 1 to Level 3 courses aiming to support learners in achieving their qualifications.

**What we are looking for**:

We are seeking an enthusiastic, passionate and experienced beauty lecturer to teach in our state-of-the-art beauty salons. You should hold a minimum of a full Level 3 in Beauty Therapy including facial and body electricals and spa treatments. A Level 4 qualification would be an advantage. You will have excellent communication and interpersonal skills and a passion and dedication to providing our students with the best possible teaching and support to ensure that they achieve their qualifications. Previous teaching experience would be an advantage.

**Duties and responsibilities**:

* Teach a range of ITEC beauty courses ranging from L1 to L3 to both 16-19 year olds and to adult learners.
* Maintain registers and course administration
* Prepare learning materials and mark units that you have been teaching/assessing on
* Participate in staff development as applicable

**Beauty Lecturer benefit from all the facilities of a college campus including**:

* A discounted on-site gym, sports hall, fitness classes, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* A choice of catering facilities including a Starbucks on-site
* A modern hair and beauty salon on-site offering employee discounts
* Free online qualifications
* Free parking on-site

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

**Closing date for online applications is 8 July 2024 @ 9am**

**Interviews will be held on Monday 15 July 2024**



**Job Description**

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| **Position Details:** | |
| **Title:** | Lecturer |
| **Department:** | Beauty/Hair |
| **Fraction:** | Sessional |
| **Status:** | Fixed Term until 31/7/25 |
| **Grade:** | NLEC Grade 4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Curriculum Manager and Head of Curriculum |
| **Functional links with:** | Course team, CIS, beauty technicians |

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| **Job Purpose:** |
| To teach and train learners in a variety of learning environments  To provide support and opportunities for learners to achieve their maximum potential. |

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| **Main Duties and Tasks:** |
| * To teach on the course(s) specified in the timetable(s) provided. * To complete the administrative work connected with teaching efficiently and effectively, including the preparation of class materials, marking of coursework and/or assignments, assessment of learners, setting and marking of relevant examination papers (modular or terminal), progress reports, records of learners work and other termly or annual statistics as required. * To accurately and regularly maintain registers of learners’ attendance for each of your classes in accordance with the regulations printed on registers including completing the totals at the end of each session. * To prepare your learning materials in varied formats to facilitate a differentiated approach to teaching delivery and learner learning. * To provide within the learning programme indications of the frequency of assessment of learner work, deadlines for completion by learner, and timetable for discussion of outcomes with staff, recording this within College systems as required, and to provide such copies as may be required by Programme Co-ordinator, Head of Department, Department Administrator and/or CIS. * To prepare, before the course(s) begins, a Scheme of Work or an outline of your course to induct learners onto programmes and to advise learners on their choice of books, materials and other educational aids relevant to their course. * To comply with the relevant Health and Safety legislation in connection with your work. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your role as set out in College Policies and Procedures. * To adopt a consistent approach to dealing with learner discipline within the College’s disciplinary guidelines, codes of conduct and other rules laid down by the College. * To promote learner welfare. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and learners. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc used by your class(s). * If so directed, to participate in any staff development or appraisal scheme of the College, for which payment will be made. * To support any visit by your Line Manager, an Ofsted Inspector or Senior Member of the College staff during any classes conducted by you. * To be responsible for the conduct of your class and to support and discipline learners within the College policy and procedures to maintain an effective learning environment for all (using the support of line managers and cross college facilities where necessary). To report any instances of misconduct, including by a learner damaging equipment, furniture or premises, to your line manager. * To follow up learner absences, withdrawals and destinations, by telephone, letter or other appropriate means and to inform Head of Department, Programme Coordinator and CIS of final outcome to inform future action. * To be an active member of your course teams so that targets for enrolment, retention and achievement as agreed with the Head of Department are achieved, and to participate fully in team meetings, and other meetings/evenings as required in addition to teaching and administrative responsibilities, for which time off in lieu will be given. * To co-operate with the quality improvement programme within the college as required including full participation in the lesson observation programme |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |

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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |

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| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Director Date: june 24  UPDATED BY: HR Date: … June 24 |

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| **Person Specification – Beauty Lecturer** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Relevant and recent work experience in the beauty industry (minimum 5 years)  Qualified to teach Level 2 & 3 to include electrical face and body treatments, SPA treatments  Willingness and commitment to undertake research and personal development in identified areas to be able to deliver the agreed curriculum | A / I  A/I  I | Experience in teaching level 2 and 3 beauty therapy  Experience in teaching ITEC qualifications  Experience in assessing levels 2 & 3 in beauty therapy  Qualified in Stone Therapy,  Qualified and experienced in delivering L4 treatments | A / I  A/I  A/I  A  A |
| **Skills and Abilities** | IT Level 2  A range of relevant skills to be able to teach beauty therapy | T  O |  |  |

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| **Qualifications** | Willingness and commitment to undertake training for teaching qualification if not already achieved.  Qualified to Level 3 in beauty therapy or equivalent including electrical face and body treatments | A / I  A/I | Possess or working towards a recognised teaching qualification e.g. PTLLS (Passport to teach in life long learning sector)/ DTLLS (Diploma to teach in life long learning sector), Cert ED (Stage 3)  Assessors’ Award or working towards.  Internal verification award or working towards | A/I  A  A |
| **Personal Qualities** | Ability to relate to changing learner needs and be proactive to enable them to succeed  Proven organisational skills  Proven communication skills, both written and oral  Proven ability to work well within a team  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | I  I/T  A/O  I  I  I  I  I  M  I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |