
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Hairdressing Assessor
Department:	Service Industries
Responsible to:	Curriculum Leader – Hair and Beauty
Hours:	Part Time, all year round – 22.2 Hours a week (0.6 – 3 days a week Tues, Wed & Thurs)
Salary:	£16,118 (BLR1.1 - FTE £26,864)
Date of Issue:	October 2026

Introduction:

The Hairdressing Assessor plays a key role in supporting Hairdressing Apprenticeships, working alongside the Apprenticeship Deliverer to build strong employer relationships, monitor progress, prepare apprentices for End Point Assessment and ensure high-quality, compliant apprenticeship delivery.

1. Job Purpose

- Build successful employer relationships and support apprentice progress.
- Conduct regular apprentice reviews.
- Support EPA preparation, gateway and EPA processes.
- Map standards and maintain Smart Assessor records.
- Support quality assurance, IQA and EQA activities.
- Contribute to departmental standardisation and continuous improvement.

2. Key Roles & Accountabilities

Employer Engagement and Reviews

- Develop and maintain positive relationships with employers and apprentices.
- Conduct regular progress reviews and record outcomes accurately.
- Identify support needs and actions to ensure timely achievement.

Assessment and Compliance

- Log, track and map apprenticeship standards within Smart Assessor.

- Maintain accurate learner evidence and records.
- Support the Apprenticeship Deliverer with apprentice progress monitoring.

Gateway and EPA

- Support apprentices with EPA (End Point Assessment) preparation.
- Complete gateway paperwork and compliance documentation.
- Schedule EPA dates and liaise with EPA organisations and employers. These happen on a Sunday. Expectation to support apprentices with set up for an hour on the Sunday morning. These happen at certain times during the year.

Quality Assurance

- Support IQA quality assurance checks and sampling requirements.
- Assist with EQA visits and evidence preparation.
- Participate in standardisation activities across Hair and Beauty.

College Responsibilities

- Work closely with the Hair and Beauty department to set standards and standardise practice.
- Attend apprenticeship meetings, mandatory CPD and staff development days.
- Support open events throughout the year, with attendance at the Apprenticeship Fair being mandatory.

Maintain a college presence on Tuesdays unless undertaking employer reviews.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence within such a project role and would not by themselves, justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification
Job Title – Hairdressing Assessor

	Essential	Desirable
Previous Experience	• At least three years' practical experience of the subject area within a work environment. • Experience of assessing Learners or working alongside apprentices in a salon setting.	• Previous experience in an Assessing role within a Hair setting.
Qualifications	• 3 GCSEs A-C including maths and English. • Level 2 and Level 3 Hairdressing qualifications. • Level 2 and 3 Barbering qualifications (or Industry experience with men's hair and a willingness to complete the qualifications) • Assessor's qualification OR a willingness to complete.	• Assessor's qualification • Minimum of a level 3 Award in teaching and learning.
Special Skills/Aptitudes	• Good IT skills. • Extensive experience of Hairdressing and Barbering practices. • Hold high Industry standards	
Personal Attributes	• Good interpersonal skills. • Able to use own initiative. • Good organisational skills. • Able to represent and promote the College in a professional manner. • Reliable and organised.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising.	

	• Team YC – Doing amazing things.	
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Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf