JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	**Lecturer in Hair**
Pay Grade:	**P27 – P35 (£32,186.70 - £40,015.50)**
Managed by:	**Curriculum Team Leader**
Department:	**Hair and Beauty**
Campus:	**City Centre Campus, Bath**

Job Details

Key Purpose: To plan, deliver and evaluate creative and innovative teaching and learning to learners from levels 1-3. To act as course/subject leader as deemed necessary. To adhere to and administrate Health and Safety policies and procedures. To assist in the coordination of recruitment, enrolment and induction of students. To contribute towards the planning and effective running of the curriculum and department.

Specific Responsibilities

1. **To deliver high standards of teaching and learning and to monitor assessment processes in accordance with examination requirements.**

- To deliver, assess and internally verify on a broad range of Hair and Barbering programmes to a wide range of learners using appropriate teaching methods
- To deliver departmental requirements of Core and additional programmes this may include Functional Skills.
- Producing schemes of work, lesson plans, assessment plans, learning materials and any other related activities that impact on the effectiveness of learning.
- To co-ordinate and maintain records of formative and summative assessments of students' learning carried out by the course team.
- To communicate external examination entry and timetable arrangements to the course team and students.
- To work pro-actively to forward the success and vision of the department.

2. **To be responsible for creating and maintaining a safe working environment.**

- To observe and keep aware of health and Safety documentation and procedures in line with College Policy.
- To undertake classroom or workshop risk assessments if required

3. **To act as a course leader by undertaking the following responsibilities:**

- To liaise and agree a programme of learning with the Curriculum Manager.
- Organise an induction programme for learners.
- Identification of resource requirements i.e. staffing, specialist rooms, equipment, software, etc.
- To take responsibility for IQA and final standards assessment, in line with exam board criteria.
- To lead course planning and development ensuring that the provision meets the needs of all learners and stakeholders including administration i.e. timely completion and return of registers, Employers and HE Institutions.
- To maintain and update a course file for each programme to be managed.

4. **To support the co-ordination, planning and delivery of pastoral and tutorial provision for students including acting as a personal tutor for students to:**

- Design and deliver a tutorial curriculum in line with College requirements.
- Assist in the identification of student's individual needs and in the co-ordination of relevant support to meet their needs.
- Provide pastoral support to learners, liaising with central support staff where necessary.
- Monitor attendance and learning progress using Individual Learning Plans.
- Assist students to set challenging targets to aid learning and personal development.
- Ensure every learner receives careers education and guidance including an exit interview.
- Ensure that students have an opportunity to give feedback on their learning experience.
- To evaluate the effectiveness of the course through the application of the course review and evaluation process.
- Liaise with parents and carers and ensure the timely completion of students' progress reports that are forwarded to the same.

- Act as a point of contact for communications to and from students.

- Attend personal tutor forums

5. **To ensure that course team members have access to:**

   - External documents – Examination Awarding Body policies, processes and procedures

   - Internal documents – Bath College's curriculum policy, strategies, processes and procedures.

6. **To co-ordinate the arrangements for the initial assessment of:**

   - The attainment levels of learners in Literacy, Numeracy and ICT.

   - Share the results with course team members.

   - To lead and manage the recruitment, admission, enrolments and induction of learners onto the correct programme.

7. **To ensure that individual students' learning needs are met through the provision of:**

   - Learning support i.e. Literacy, Numeracy, Language and ICT

   - Initial Advice & Guidance i.e. to be involved in student interviews and the enrolment/induction process.

   - Learner Support (ALS)

8. **To Plan and attend appropriate meetings with:**

   - Lead Internal Verifiers/moderators

   - To lead a course team, participate in other designated teams, and department team meetings, to implement effective quality improvement plans, and undertake marketing activity for the department where appropriate.

   - To attend Open Evenings, parent evenings and Taster Days held periodically through the year.

9. **Safeguarding Responsibilities:**

   - Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy.

   - To ensure that course team members comply with the Risk assessment procedures for trips, visits and work experience.

10. Other Responsibilities:

- To undertake other additional duties, consistent with the role as may be deemed appropriate by your line manager.

Professional Conduct

Lecturers are expected to:

- Give good notice of any absence in line with the College's Absence Management Policy.
- Keep up to date with developments in their subject area
- Keep accurate and up to date records in relation to their responsibilities and duties.
- Adhere to general standards of conduct embodied in College policies and procedures (e.g. health and safety, equality and diversity etc.)
- Be involved in the College's quality assurance arrangements
- Work on a rage of performance indicators relevant to the service provided, in order to ensure continuous quality improvement.
- Participate in the College's Performance Appraisal system.
- To participate in annual training on key issues such Safeguarding and Equality and Diversity.
- Make the most efficient and effective use of human, financial and material resources.
- Participate in the development of a responsive customer centred approach to service delivery.
- Be involved in any Inspection of the College by the OFSTED
- Ensure compliance with all College policies, procedures and regulations and assist in the implementation of decisions of the Corporation.
- To work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.

General

- Within the limitations set out in your contract, working hours are flexible and can be subject to variation depending upon curriculum needs. They may, for example, include weekends

and evenings. It is expected that holiday entitlement should be taken at times convenient to the curriculum offer.

- This job description is current at the date shown below. In consultation with you and your trade union representatives if requested, it is liable to variation to reflect or anticipate changes in, or to, the College environment.

- This document outlines the duties required, for the time being, of the post. It is not a comprehensive or exhaustive list and the Head of School may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

September 2026

PERSON SPECIFICATION

	Essential	**Desirable**	**Assessment**
Qualifications	Level 3 Hair Qualification Level 2 Barbering Qualification 5 years' industry salon experience. A teaching qualification or willing to work towards	V1 awards TAQA /A1	Original certificates (candidate to bring to interview)
Professional Hairdressing/Barbering Development	A personal commitment to keeping your professional Hairdressing knowledge and skills up to date and improving your capabilities. Formally recording your learning to show that you're actively committed to the development of your career. work experience/on the job training; qualifications; short courses; informal learning such as reading; attending an event; personal development; out-of-work activities.		CPD record – portfolio, certificates, etc. (candidate to bring to interview)

	Essential	**Desirable**	**Assessment**
Knowledge	Professional knowledge of curriculum development, delivery, and raising of standards for Academic staff. Knowledge of issues, trends and initiatives within the education Sector. E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information.	Knowledge of Post 16 institutional planning cycles. Understanding of the relationships between curriculum provision and service delivery in achieving corporate objectives.	Personal statement on application form Formal face to face interview
Experience	Evidence of industry experience. (working in a salon-not mobile) Evidence of responsibility of tutor groups.	Experience of curriculum development. Experience of teaching Key Skills. Relevant experience in a teaching / training position.	Personal statement on application form Formal face to face interview
Skills & Qualities	Good analytical skills and methodical approach with ability to pay close attention to detail. The ability to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more senior managers. The written and oral communication skills necessary to initiate and respond to correspondence, to make notes and minutes of meetings and to deal with other forms of communication. The interpersonal skills necessary to sustain effective		Personal statement on application Form Formal face to face interview

	Essential	Desirable	Assessment
	relationships on behalf of the College and external bodies and with its suppliers. The ability to work accurately with detailed information and to ensure that practical tasks are effectively implemented Ability to work flexibly to meet College requirements. A commitment to equal opportunities, quality assurance and customer care. Strong teaching skills to include classroom management and embedding of English and Maths into Hairdressing.		
General		Full UK driving licence.	Production of driving licence at interview