

## JOB DESCRIPTION

JOB TITLE:	Hairdressing Lecturer
DEPARTMENT:	SI
RESPONSIBLE TO:	Head of Service Industries/Deputy Head of Service Industries
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To teach on courses/ programmes within the department and support associated courses throughout the College and carry out all associated administrative duties.

### MAIN TASKS AND RESPONSIBILITIES:

- 1. Student Learning**
- 2. Curriculum Development**
- 3. Pastoral Care**
- 4. Administration**
- 5. General Responsibilities**

#### **Main Purpose of the Role:**

To plan, deliver, assess, and evaluate high-quality teaching, learning, and assessment in hairdressing, ensuring learners achieve their full potential and are prepared for employment or further study. The role also involves contributing to curriculum development, supporting student wellbeing, and participating in administrative, quality assurance activities and contributing to the overall quality and success of the department.

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### **Main Tasks and Responsibilities**

#### **1. Student Learning**

- Deliver engaging and inclusive lessons in Hairdressing, covering both practical skills and theoretical knowledge.
- Prepare Assessment plans and schemes of work aligned with curriculum requirements and industry standards.
- Use a range of teaching methods and Pedagogic techniques to support diverse learner needs.

- Monitor, assess, and record student progress through a variety of assessment methods.
- Provide constructive, timely feedback to learners to aid development, progression and achievement.
- Foster professional conduct, industry standards, and health and safety practices within the salon environment.
- Ensure all students are aware of their learning goals, progress, and achievements.
- Promote high standards of hygiene, health and safety, and professional practice in all learning environments.
- Encourage students to develop employability skills, teamwork, time management and confidence in client-facing situations.

## **2. Curriculum Development**

- Contribute to the planning, design, and review of Hairdressing courses and learning materials that reflect industry trends and awarding body standards.
- Ensure teaching content reflects current industry practices, tools, and trends.
- Assist in organising student participation in competitions, events, and workshops to enhance learning.
- Engage with local employers, and industry experts to inform curriculum planning, work placement and provide enrichment opportunities.
- Work with employers and industry representatives to ensure programmes meet local and national demands.
- Incorporate innovation and technology to enhance learning and prepare students for modern salons.

## **3. Pastoral Care**

- Act as a personal tutor, offering guidance, motivation, and support to help students overcome barriers and reach their goals.
- Monitor student attendance, punctuality, and engagement, and intervene as necessary to support retention, progression and achievement. Addressing any concerns proactively.
- Promote a safe, supportive and inclusive learning environment where all learners can thrive.
- Identify and support students with personal, social, or learning challenges, referring to appropriate internal services where needed, in line with safeguarding protocols.
- Help foster resilience, professionalism, and positive attitudes toward learning and in line with industry expectations.

## **4. Administration**

- Maintain accurate records of student progress, attendance, and assessment outcomes.
- Complete and submit administrative and quality documentation in a timely and accurate manner.
- Participate in internal quality assurance procedures, including standardisation and verification.
- Support external verification and inspection processes as needed.
- Attend and contribute to team meetings, staff development sessions, performance reviews and training events.

## **5. General Responsibilities**

- Adhere and comply to college policies including safeguarding, equality and diversity, and health and safety.
- Actively engage in continuous professional development (CPD) to maintain industry and teaching expertise.
- Promote the ethos, values, and high standards of the college at all times.
- Contributes to the attainment of the College's strategic objectives, as appropriate.
- Assist with promotional activities such as open days, parent evenings, taster sessions.
- Assist with enrolment and induction activities.
- Takes responsibility for safeguarding and promoting the welfare of children.
- Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.

NB        In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.