JOB DESCRIPTION

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| Job Title: | Supply Hair & Beauty Instructor | Approved By: | Alan Fleming |
| Report To: | Curriculum Manager | Date: | December 2024 |
| Grade: | NSUP25 - £34,237 per annum, pro-rata | Location: | Fort William & Portree |

PURPOSE

The purpose of this post is to develop student skills, assess their work and provide feedback to enable them to meet the standards required. Working under the direction of the appointed member of College staff, this will involve engagement with a range of student groups and individuals to deliver structured episodes of instruction and training across a range and breadth of levels and programmes.

KEY AREAS

The post holder will be accountable for:

* Structuring and delivering instruction and training to students using a variety of

approaches appropriate to the needs of the learner

* Carrying out assessments to the standards set by the industry/awarding body, and where required, maintaining accurate assessment records
* Evaluating student performance and achievement, making recommendations and

highlighting support needs as appropriate

* Ensuring a safe, structured, participative and supportive learning environment for

students

* Supporting and maintaining good class management
* Maintaining accurate and timely records as required and providing timely communication on student attendance and progress
* Ensuring that the technical learning content is accurate and up to date and in line with current industry practice, legislation and technologies
* Ensuring own continuous personal and professional development

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

* Structure and deliver effective training and practical demonstrations to the specified

standards ensuring that learners are fully engaged and supported to meet their learning

outcomes and goals.

* + Employ a range of resources and technologies relevant to individual learners, class groups and the subject area – this may involve set up and preparation also.
  + Assist in the development of individual skills, knowledge and understanding and the development of learner life skills.
  + Evaluate and, where required record, student progress and performance and provide feedback and recommendations to the lecturer/manager, carrying out any action and remediation as required.
  + Provide learning support to students in line with individual needs, signposting any additional support requirements to the lecturer/manager.
  + Manage the risk of the instruction process within the learning environment in line with College policies and processes.
  + Ensure good class management, managing issues relating to behaviour, attendance and performance and escalating unresolved issues to the lecturer/manager.
  + Where required, maintain and submit accurate reports and records in relation to student enrolment and attendance and communicate issues in a timely manner and in line with College policies and processes.
  + Assess competence and mark summative assessments using agreed criteria, provide effective feedback and be involved in the invigilation and verification process as

required.

* + Where required, complete and maintain accurate assessment records within designated timescales and in line with College and awarding/industry body standards and procedures.
  + Contribute to the evaluation of the programme/learning experience and development of the programme area, sharing knowledge and practice and market intelligence.
* Complete statutory and College-mandatory training, including assessor training and qualifications, as required of the post and maintain knowledge and understanding of College policies, process and procedures.
  + Obtain and use feedback from colleagues and learners to evaluate and develop own performance and practice.
  + Maintain industry knowledge and qualifications and vocational competence and skills appropriate to the post.
  + Demonstrate consistently the performance behaviours as expected by UHI North, West and Hebrides as outlined in the staff performance framework.
  + Ensure compliance with data protection requirements and all College policies as required, including responsibility to ensure health and safety of self and others and the protection and welfare of young people and vulnerable learners

GENERAL

* Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
* Contribute to UHI’s climate, biodiversity, and sustainability goals, including net-zero by 2040;
* Ensuring consistency and equality at all times;
* Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
* Working collaboratively with colleagues to ensure a whole college focus and approach

PERSON SPECIFICATION

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| Criteria | Essential | Desirable |
| Qualifications | * Industry-related qualifications at NC level or above | * Teaching qualification |
| Experience | * Minimum of 2 years’ up-to-date experience of working in the related trade and industry | * Experience as a trainer/instructor * Experience of conducting assessments |
| Knowledge &  Skills | * Current industry knowledge * Good level of related technical skills * Good organisational skills * Able to communicate and present information and ideas to different audiences * Excellent customer and interpersonal skills * Good record keeping * Basic level of digital and IT skills | * Knowledge of education sector, particularly further and higher education qualifications * Knowledge of a range of assessment methods * Good level of digital literacy and IT skills * Ability to communicate in Gaelic |
| Personal  Qualities | * Willingness to study for assessor qualification * Committed to high level of service and quality improvement * Enthusiastic and proactive ‘can do’ approach * Able to prioritise work under pressure * Confident of ability to maintain student discipline and behaviour * Able to develop positive working relationships * Commitment to College values and equal opportunities * Ability to work flexibly to meet College demands |  |
| Other | * Clean driving licence and able to travel to various work locations * Be available at short notice. * Be willing to work flexible hours when necessary to meet requirements of the post * Be willing to regularly travel on College business, between UHI centres, as required * Commitment to support the achievement of UHI’s Sustainability Policy and Strategy 2023-30 objectives |  |

KEY TERMS AND CONDITIONS OF EMPLOYMENT

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| Hours of Work | This post is for variable hours per week but you may be required to work additional hours to meet service requirements.  The normal full-time working week is one of 35 hours. |
| Duration | This a casual post. |
| Salary | The salary for this post is on Support Scale Point NSUP25, (£34,237 per annum) pro-rata |
| Location | The position will be based primarily at our Fort William and Portree Campus, but you may be required to work in any campus of UHI North, West and Hebrides. |
| Pension | You will be contractually enrolled into the Local Government Superannuation Scheme.  Further details are available upon appointment. |
| References/ Medical Assessment/ PVG Check | For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made. |

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

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