

Ref 11-066

**0.5 Lecturer in Beauty and Complementary Therapies**  
**Circa £23,300 - £35,300 per annum pro rata**  
**(actual £11,691 - £17,652)**  
**18.5 hours 52 weeks per year**

We are looking for a Lecturer to teach across a range of Beauty/Holistic Therapy courses in Colchester, Clacton and Braintree. Duties for this role include assisting in the effective and efficient management and administration of Beauty Therapy programmes, and being responsible for various administrative tasks as required.

Holding a level 3 qualification or the equivalent in Beauty Therapy, you will have an A1 Assessors award or the equivalent and up to date industrial knowledge. You should have previous experience of training/teaching and hold a recognised teaching qualification or be willing to obtain one in post within a specified timescale.

Applications received by 09/02/2012 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

Applications, by CV if preferred, should be emailed to ***jobline@colchester.ac.uk***.



**Job ref: 11-066**

**0.5 Lecturer in Beauty and Complementary Therapies**

Hours	18.5 hours per week, 52 weeks per year
Salary	Band 1 – £23,382 - £28,725 per annum pro-rata (Actual salary £11,691 – £14,362.50 per annum) <b>or</b> Band 2 – £28,725 - £35,304 per annum pro rata

(Actual salary £11,691-£17,652. per annum)

Duration	Permanent
Location	Colchester, Clacton and Braintree
To apply:	Please complete and return an application form, or send in your CV with covering letter if preferred, by email to <a href="mailto:jobline@colchester.ac.uk">jobline@colchester.ac.uk</a> or by post to Ann Cook, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL. In either case, or if you have already sent in your CV, we would be grateful if you could complete and return an equal opportunities monitoring form.

Applications received by 09/02/2012 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

*Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.***

#### **Additional Information**

The Hairdressing and Beauty Therapy Centre contains the best possible facilities to offer our students the widest possible learning opportunities in the most modern, well-equipped environment. Students are able to study a wide variety of beauty treatments and gain practical experience in order to develop their individual skills. Wherever students aim to work, whether in health studios or the world of media and entertainment, by offering the chance to study a wide range of beauty treatments, ranging from aromatherapy to electrical epilation and reflexology to make-up techniques, we aim to help them make the first step.

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

**Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website [www.colchester.ac.uk](http://www.colchester.ac.uk) to obtain further details about the College**

**Job Title:** 0.5 Lecturer in Beauty and Complementary Therapies

**Reports to:** Curriculum Manager/Head of Centre

**Grade:** Band 1 (Range 23-30) or Band 2 (Range 30-37)

### **Overall Responsibilities**

To undertake teaching programmes and course leadership within the area of Beauty Therapy and to be responsible for various administrative tasks as required by the Curriculum Manager & Head of Centre. A Band 2 Lecturer, in addition to a comprehensive teaching role will have permanent course leadership and curriculum development responsibilities.

### **Main Duties**

1. To teach across a range of Beauty/ Holistic Therapy and related courses.
2. To assist in the effective and efficient management and administration of Beauty / Holistic Therapy programmes.
3. To provide support and guidance to students in assessment planning and subject delivery.
4. To carry out industrial work placement activity as required.
5. To monitor standards of students' work in line with awarding body guidelines.
6. To provide personal and academic tutorial support for allocated student groups.
7. To carry out assessment activities through supervising examinations, marking student work, designing and setting assessed work.
8. To participate in the evaluation and development of the curriculum.
9. To work to promote and apply the College's Safeguarding and Child Protection policy and practices.
10. Work to promote Equality and Diversity in all aspects of the role including eliminating bullying and harassment.
11. To engage in marketing and publicity activities as necessary.
12. To attend all team meetings as appropriate

13. To undertake such other duties as may be required by or on behalf of the Colchester Institute provided that they are consistent with the nature of the post.

*This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Colchester Institute.*

26 January 2012

**PERSON SPECIFICATION**

Ref: 11-066

***Lecturer in Beauty and Complementary Therapies***

	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training	<p>Level 3 in Beauty Therapy or equivalent</p> <p>A1 assessors award or equivalent</p> <p>Certificate in Education or the equivalent, or the willingness to obtain one in post</p>	<p><i>Holistic Therapy Qualification</i></p> <p><i>Degree in the area of Beauty/Holistic Therapies or related area.</i></p>
Knowledge/ Experience	<p>Teaching or Training experience</p> <p>Up to date industrial experience</p> <p>Working knowledge of Health and Safety legislation in Beauty Therapy industry</p> <p>An understanding of 'safeguarding' and its importance within the College</p> <p>An awareness of the importance of Equality &amp; Diversity in the curriculum</p>	<p><i>Previous teaching experience</i></p> <p><i>Course leadership experience</i></p> <p><i>Curriculum development experience</i></p>
Skills/Abilities	<p>Excellent communication skills</p> <p>Classroom management skills</p> <p>Presentation skills</p> <p>Ability to organise, deliver training, and monitor student progress</p> <p>Administration skills</p>	<p><i>Good IT skills</i></p>
Special Requirements	<p>Available to work on all sites</p> <p>Able to work within a flexible and variable working pattern to meet the operational needs of the Centre</p>	<p><i>Driving Licence</i></p>

