



Job Description

Job Title:	Supply Beauty Instructor		
Department:	Leisure	Location:	Portree
Grade:	NSUP25 - £34,237		
Report To:	Curriculum Manager		

Job 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 Accountabilities

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

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute 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;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.

- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.

- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Industry-related qualifications at NC level or above or equivalent experience 	<ul style="list-style-type: none"> Teaching qualification
Experience	<ul style="list-style-type: none"> Minimum of 2 years' up-to-date experience of working in the related trade and industry 	<ul style="list-style-type: none"> Experience as a trainer/instructor Experience of conducting assessments
Knowledge & Skills	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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*	<ul style="list-style-type: none"> 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 Ability to act as ambassador for the College in high level external contexts Also: see personal attributes framework 	

<p>Other</p>	<ul style="list-style-type: none"> • Commitment and ability to undertake and/or continue professional development in a relevant discipline • 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 centres, UHI and within Scotland • Satisfy appropriate Disclosure Scotland checks 	
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*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

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 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.

