

## LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

<b>Post Title:</b>	Technician in Beauty Therapy	<b>Post Number:</b>	CS0005P
<b>Daily Supervision:</b>	Curriculum Lead in Hair and Beauty Therapy	<b>Grade:</b>	CSS Support Scale 4/5
<b>Department:</b>	Assistant Principal HEART, Health and Care	<b>Last Updated:</b>	December 2024

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

To provide technician and learning support for staff and students in practical classes within the section area. The position will also require the person to conduct assessments on students to meet the requirement of the Awarding Body.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To prepare and maintain materials and resources in order to provide support of practical activities within the workshops and classrooms.
2. To ensure Beauty salons are prepared and set up for learning, with relevant equipment and products in place for learners to begin their practical lessons.
3. To ensure stock is frequently checked, and where necessary orders are placed with suppliers so that there is no lost learning in salon sessions.
4. To ensure salons are kept clean and tidy, and towels are maintained so that there is no lost learning.
5. To support the teaching and learning on a range of courses and programmes according to the requirements of the section area which may include assessing students to meet awarding body standards.
6. To complete and maintain records for clients attending their salon treatments, in alignment with the protocols for the area.
7. To contribute towards the development of an inclusive learning environment, ensuring that equipment is ready for learners to proceed with their lesson.
8. To contribute to and work effectively as a member of the team with frequent communication to the teaching staff.
9. To carry out and maintain equipment and Health and Safety documentation required by the College and by the awarding bodies, in particular ensuring risk assessments are created / maintained, and annual servicing of equipment is organised.
10. To participate in any cross-college working / strategy groups as may from time to time be established.
11. To be available to work in any cross-college site appropriate to programme needs.
12. To maintain quality standards appropriate to the post.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

Knowledge		PSM
1	Level 3 or equivalent qualification in Beauty Therapy or appropriate industrial experience	A/I
2	Grade C (Grade 4) or above GCSE English or Maths or equivalent	A/I
3	Assessor awards	A/I

Skills/Abilities – Interpersonal		PSM
4	The ability to work in a non-discriminatory manner	A/I
5	The ability to respond to the individual learning needs of customers	A/I
6	The ability to work constructively towards programme area targets or objectives	A/I
7	The ability to advise students on working effectively and to implement the colleges Health and Safety policy, including the production of risk assessments	A/I

Experience		PSM
8	Recent relevant experience of working in the Beauty industry.	A/I
9	Evidence of working effectively within a Beauty salon, maintaining stock, preparing equipment and supporting Beauty staff with the running of a facility.	A/I

Work Related Circumstances		PSM
10	The ability and willingness to undertake relevant staff development	A/I

Skills/Abilities - Other		PSM
11	Effective organisational skills with the ability to prioritise, action plan and meet deadlines.	A/I
12	Appropriate level of ICT skills to include use of Microsoft products, experience of finance systems and experience of booking systems.	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable	A/I
24	Ability to travel to all sites	A/I

<b>Prepared By:</b>	Steve Horsfield
<b>Date:</b>	December 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test