

JOB DESCRIPTION

POST TITLE	:	Curriculum Manager in Beauty
SALARY	:	£48,576
RESPONSIBLE TO	:	Head of Fitness Evolution
CLOSING DATE	:	Thursday 21 November 2024
INTERVIEW DATE	:	Friday 29 November 2024

Main Purpose of the Post

This role focuses on leading the creation, enhancement, and management of beauty education programs, ensuring they align with industry standards and deliver high-quality learning experiences. The Curriculum Manager collaborates with teaching staff and industry professionals to develop relevant, up-to-date content that prepares students for successful careers in the beauty industry. This role will make a significant contribution to the effective management of the division with specific responsibilities for achieving high standards in teaching and learning, student achievement and curriculum co-ordination and development.

Main Responsibilities

- 1 To support continuous improvement to College standards in teaching and learning, and student retention and achievement within the framework of College quality systems.
- 2 To manage the admission of students, their support and on-going progress and development.
- 3 To carry out an agreed programme of classroom observations of full and part-time staff and the appraisal and line management of part-time and some fractional staff.
- 4 To manage delegated resources including allocated accommodation.
- 5 To lead on-going curriculum development in employer facing programmes to meet the needs of students and client groups and to comply with national requirements and best practice.
- 6 To contribute to College and divisional teams, including sharing best practice and being involved in developing the curriculum.
- 7 To maintain records and provide timely information and liaise with colleagues to ensure the effective running of the programmes
- 8 To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9 To teach, relevant to subject specialism, up to 612 hours per year.
- 10 To maintain a high level of professional development and updating to support the responsibilities of the role.

- 11 To undertake invigilation duties from time to time.
- 12 To carry out such other duties as the Principal may reasonably request.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

PERSON SPECIFICATION

POST: Curriculum Manager in Beauty

DIVISION: Fitness Evolution

QUALIFICATIONS		Essential (E) Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a related subject	E	Application form
2	Recognised teaching qualification	E	Application form
3	Assessor and verifier qualifications	D	Application form
4	Possess or be willing to work towards an appropriate Health & Safety qualification within 6 months	E	Application form
KNOWLEDGE			
1	Knowledge of funding issues in Adult Education	E	Application form/ Interview
2	A good working knowledge of the beauty industry	E	Application form/ Interview
3	Up –to-date knowledge of the beauty sector	E	Application form/ Interview
4	Experience of working with Quality Assurance systems	D	Application form/ Interview
5	Awareness of Safeguarding Legislation	D	Application form/ Interview
EXPERIENCE			
1	Experience of successful teaching across a range of programmes	E	Application form/ Interview
2	Ability to display excellent teaching skills	E	Application form/ Interview
3	Experience of liaising with employers	E	Application form/ Interview

4	Record of high rates of student achievement Retention	D	Application form/ Interview
5	Successful development and introduction of new programmes	E	Application form/ Interview
6	Successful management of substantial programmes relevant to the curriculum area for at least 2 years	E	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Commitment to ongoing professional development	E	Interview
4	Enthusiasm for the role or further education in building and changing lives	E	Interview
5	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service* (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*