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| JOB TITLE: Beauty Trainer | DATE OF ROLE CREATION: |
| FUNCTION: | CREATED BY: |
| REPORTS TO: | |

Job Description

Role Overview

To be responsible for the quality and outcomes arising from teaching, learning, assessment and guidance and support within Total, including short courses, achievement, value added, as well as growing and monitoring the service delivery.

To ensure that student safety, enjoyment and success is at the heart of planning and delivery.

To plan and manage resources in order to ensure the effective delivery of high quality teaching and learning within Total.

Key Responsibilities & Accountabilities

- To plan and deliver course programmes to Total Learners includes lesson plans and schemes of work using different learning technologies (strategies and methods.)
- To complete formative and summative assessments of students' learning, including the marking to a high standard of student work and, where appropriate, examinations.
- To assist with the recruitment, selection and admission of students, as required.
- To provide admin duties required to support your role. Including enrolment, certificates, monitoring forms, supporting documents (i.e insurance forms, kit lists etc.) and exit assessments
- To upsell courses and promote other services – including further courses, insurance, kit purchases etc.
- To ensure academy is constantly ready for inspection (stock room, walls, theory room and practical rooms)
- To control and manage stock and stock cupboard
- To ensure standards of health and safety and housekeeping are maintained
- To assist with promotional or marketing activity, as required.
- To work flexibly and carry out additional roles within Total as may be agreed from time to time.
- Undertake any personal development necessary to ensure effective performance in the role.
- Undertake any additional duties that the Corporation may require to move the business forward.
- Commit to and uphold Totals environmental aspirations for sustainable learning provision.

Please note that this list is not exhaustive and you may be required to undertake additional duties of a similar responsibility level as and when required.

Person Specification

Education/Qualifications and Training

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| Essential <ul style="list-style-type: none"> • NVQ Level 3 Beauty Therapy • Certificate in Education | Desirable <ul style="list-style-type: none"> • Assessors qualifications • IV qualifications • Hair qualifications |
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Relevant Experience / Skills

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| Essential <ul style="list-style-type: none"> • Over 2 year's teaching experience • Over 5 years beauty industry experience • Experience planning curriculum / courses and delivering to a group of learners • Team player, Motivated, Excellent Communication skills • Must be able to work Sundays | Desirable <ul style="list-style-type: none"> • Experience working in a college or with another training provider • Flexibility in working hours |
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| Approved by: | |
| Date: | |