

### JOB DESCRIPTION

Job Title:	Beauty Academy Centre Manager
Reports To:	Quality Team Loans
Rate of Pay:	£28,000 to £30,000 per annum
Benefits:	Performance Related Bonus/Pension
Hours:	37.5 per week
Location:	Hull centre
Primary Purpose:	To ensure the successful achievement of business and quality targets through the management of the beauty academy

#### Principal Duties Include:

Your duties and responsibilities will include:

- To manage delivery staff in relation to continuous improvement of the learner journey
- Play a key role in assisting the business to meet targets and achieve timely starts and completions against agreed profiles with delivery staff
- To ensure success and minimise learner disengagement and early leavers
- To support the lead IQA to ensure the quality of all Advanced Learner Loans funded qualifications including supporting on centre approvals and successful External Quality Assurance visits
- Assist with the delivery of all departmental services in accordance with quality systems including Awarding Organisations ESFA and Ofsted.
- Collate, monitor and evaluate information to inform business priorities.
- Audit monthly submission documentation in line with organisation regulations and external bodies
- Provide analytic reports monthly to the FE Loans Manager to enable delivery staff invoices to be verified and processed.
- Work to challenging and improving performance standards to maintain standards of best practice.
- Ensure best practice is followed.

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- Promote genuine equality and diversity in all aspects of curriculum delivery and service delivery.
- Take responsibility for the health, safety and safeguarding activities applicable to the post to ensure learners are safe and act as positive members of society.
- To plan for and deliver high quality teaching in the subject areas when required in accordance with the expectations listed below:
  - Ensure all marking, assessments and any moderation are completed timely and tracked appropriately
  - Maintain consistency of lessons in line with the Ofsted CIF 'Good' and 'Outstanding' criteria under the teaching, learning and assessment key judgements. Ensure all learners are fully engaged with their learning; developing the skills, knowledge and standards required for successful completion of their programme and industry expectations
  - Actively encourage and promote the process and importance of developing essential English, Maths and ICT skills
  - Reflect and evaluate teaching practice to ensure strategies used are effectively engaging learners
  - Ensure verbal and written feedback supports learners in developing their skills, knowledge, English and Maths
  - Ensure exams (online or paper based) are invigilated correctly following the organisational, awarding body and JCQ guidelines/policies
  - Ensure all learner and group tracking, records and notes are accurate and up to date and maintained
  - Ensure all processes are adhered to and appropriate paperwork completed. Such as Safeguarding, welfare, disciplinary procedure and salon forms
  - Assist with open and applications days as required, promoting the work of the organisation
  - Advise programme managers on programme delivery and requirements as part of the self-assessment review (SAR), which feeds into the overall organisations SAR
  - Maintain a knowledge of new developments as part of the curriculum and teaching practices
  - Keep abreast of developments within own areas of expertise, informing the programme manager and keep learning material up to date to reflect the organisational and Awarding Body requirements
  - Participate fully in all activities and curriculum monitoring, reviews and evaluations
  - Contribute to development of course materials
  - Support development of short/specialist courses in own specialist area as appropriate
  - Provide active support to individual learners
  - Encourage learners to develop as positive members of industry and society; such as positive behaviour, professionalism, raising aspiration, entering competitions, attending events and being a representative of the Organisation

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PERSON SPECIFICATION	
Commitment	<ul style="list-style-type: none"> <li>• Commitment to the Company’s values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work</li> <li>• Willingness to be flexible</li> <li>• Positive attitude to work and taking instruction from others</li> <li>• Commitment to developing self through training</li> <li>• Commitment to work in line with the Common Inspection Framework</li> <li>• A proven record of excellent time keeping and attendance</li> </ul>

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<p>Experience</p>	<ul style="list-style-type: none"> <li>• Working in a fast paced training environment</li> <li>• Providing detailed careers information, advice and guidance to learners in an education setting in line with CIF</li> <li>• Supporting tutors in the field to improve careers information, advice and guidance and supporting learners at various parts of the learner journey</li> <li>• Working with external agencies and signposting learners to these where appropriate</li> <li>• Engaging at different levels along with excellent presentation skills</li> <li>• Ability to communicate effectively in a professional manner (verbal, written)</li> <li>• Using ICT to ensure that all data is accurate.</li> <li>• Working as part of a team</li> <li>• Working within the Common Inspection Framework, and contributing towards Ofsted Inspections (desirable)</li> <li>• Effective written and verbal communication skills</li> <li>• Ability to create and maintain professional and productive relationships</li> <li>• Ability to work as part of a team</li> <li>• Strong customer focus</li> <li>• Ability to manage changing priorities</li> <li>• Excellent ability in the use of ICT including MS Office applications</li> <li>• Organisational and planning skills</li> <li>• Support in the maintenance of accurate records related to learning, surveys etc.</li> <li>• Work under pressure, manage time, prioritise and meet deadlines</li> <li>• Use own initiative and to work independently to solve problems creatively</li> <li>• Prioritise conflicting work demands</li> </ul>
<p>Essential Attributes</p>	<ul style="list-style-type: none"> <li>• Experience in managing others</li> <li>• Level 3 qualification in relevant subject area</li> <li>• Teaching qualification / or willingness to obtain designated teaching qualification within 12 months.</li> <li>• Maths and English qualification to Level 2 or higher</li> <li>• Assessors qualification: CAVA/A1/equivalent, or willingness to work towards to obtain within probation period</li> <li>• An in-depth and practical knowledge of relevant subject</li> </ul>

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	<ul style="list-style-type: none"> <li>• Knowledge of current qualification structure</li> <li>• An understanding of, and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults and Prevent Agenda</li> <li>• Recent and successful professional experience in the relevant area</li> <li>• Ability to communicate with a range of learners on theoretical and practical aspects of the programme</li> <li>• Ability to lead learners to the successful completion of their programme</li> </ul>
Desirable Attributes	<ul style="list-style-type: none"> <li>• internal Quality Assurer qualification; CLIQA/V1/equivalent</li> <li>• Recognised management qualification or be willing to work towards</li> </ul>

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