

# JOB DESCRIPTION



<b>POST:</b>	<b>Hair Salon Supervisor</b>
<b>GRADE:</b>	Spot Salary
<b>RESPONSIBLE TO:</b>	Head of Department – Hairdressing & Beauty Therapy
<b>RESPONSIBLE FOR:</b>	<p>The primary objectives of this job role:</p> <p>1) Supervise and support the student learning programme, delivery and assessment of the curriculum in a positive, flexible and student-centred manner, to facilitate achievement of the student learning goals.</p> <p>2) Supervise the Gosport Salon 141 as a viable commercial venture.</p>
<b>KEY PURPOSE:</b>	<p>The following key areas:</p> <p>1) Supporting the delivery of the curriculum and facilitating students learning.</p> <p>2) Providing up to 48 hours/week formal student contact in a commercial work environment.</p>

## MAIN DUTIES

1. To be responsible for the day-to-day organisation of Gosport Salon 141 as a commercial venture.
2. To plan and deliver provision which provides a safe, efficient working and learning environment.
3. To take full responsibility for groups of students and apprentices by instructing them in areas as identified in schemes of work. Working collaboratively with the Hairdressing Team based at Fareham College.

4. To provide advice and support to students and apprentices on suitable study programmes and progression pathways. Working collaboratively with Information Advice and Guidance at Fareham College.
5. To provide a pastoral network of support to students and apprentices working in the Gosport Salon 14. Working collaboratively with the student support services at Fareham College.
6. To carry out instructions to support the learning of the correct use of products and equipment ensuring that safe working practices are adhered to at all times.
7. To undertake student practical assessments and support portfolio development for those students studying at Gosport Salon 141 (e.g. VRQ and NVQ Assessments).
8. Contribute to the SAR process as a member of the teaching team and support identified Quality Improvement Plans.
9. To provide cover for absent staff at Gosport Salon 141, this may include additional Saturday work.
10. To prepare and clear away products, equipment and required resources to facilitate learning and maintain safe working practices.
11. To implement and manage a robust cleaning rota to maintain high aspirational levels of good housekeeping standard.
12. To issue, receive and check products, tools, equipment and resources used by staff/apprentices and to meet health and safety legislation.
13. To carry out regular stock check and monitor products and resources to ensure commercial and industry working practise is maintained.
14. To carry out the banking of all takings on a weekly basis, at Gosport Salon 141.
15. To assist with the area's Health and Safety requirements this might include undertaking or supporting any applicable system. (e.g. PAT, Risk Assessments, maintaining Risk Assessment Logs, First Aid Training or updating COSHH forms).
16. To support College Open/Parents evenings.
17. To participate in professional development and regular appraisals with the line manager.
18. To adhere to the College's Health and Safety and Equality & Diversity Policies and comply with all relevant legislation.
19. To undertake such other duties as may be reasonably required by the Principal.

20. To participate in the College's Appraisal Scheme and undertake any professional development as identified with your line manager. The post holder is required to participate in regular Appraisals and all incremental pay awards are dependent on achievement of a good or outstanding Appraisal outcome
21. To adhere to the College Health and Safety and Equal Opportunities Policies and comply with all relevant legislation
22. To undertake such other duties as may be reasonably required of you commensurate with the grade, at your initial place of work or at any of the other College sites determined by the Principal

## **SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN**

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Fareham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College's policies which safeguard and promote the welfare of children, and adhere to their guidelines.

## **CONDITIONS OF SERVICE**

The Conditions of Service, which apply to this Post and other detailed information, is available from the Human Resources Department.

This job description is not exhaustive but outlines the main features of the post. It may vary as the post evolves without affecting the nature of the duties and the responsibility level. In consultation with you, it is liable to variation.

## **PERSON SPECIFICATION**



<b>POST:</b>	Hair Salon Supervisor		
<b>NO.</b>	<b>CRITERIA</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>HOW ASSESSED</b>

### **QUALIFICATIONS**

1	Apprenticeship or structured period of	Essential	Application Form
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	practical training within the specialist area and a minimum of 3 years industrial experience in Hairdressing.		& Certificates
2	Appropriate professional hairdressing qualifications NVQ level 3 or equivalent	Essential	Application Form & Certificates
3	A1/V1 Assessor/Verifier Awards or to be prepared to gain.	Essential	Application Form & Certificates

## EXPERIENCE & KNOWLEDGE

1	Knowledge of different teaching methods and strategies to support effective student learning (e.g. use of ILT).	Essential	Application Form & Interview
2	Knowledge of safety requirements in a commercial salon environment/work based learning environment.	Essential	Application Form & Interview
3	Recent industry experience working in a professional salon environment.	Essential	Application Form & Interview

## SKILLS & COMPETENCIES

1	To ensure effective management of the commercial Gosport Salon 141.	Desirable	Application Form & Interview
2	Ability to work unsupervised and use own initiative.	Desirable	Application Form & Interview

## PERSONAL QUALITIES

1	The flexibility to constantly cope with new challenges and change.	Desirable	Application Form & Interview
2	Willingness to work as a member of a team.	Desirable	Application Form & Interview
3	Aspirational and inspirational passion for the hairdressing industry to motivate and engage our students.	Desirable	Application Form & Interview

## OTHER

1	Commitment to developing the full potential of all our students including maximising their opportunities regardless	Desirable	Application Form & Interview
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of differences in race, religion, beliefs, sex, ability, age, marital status or sexual orientation.

2 Commitment to personal professional development. Desirable

Application Form & Interview

**FOR SIGNATURE BY APPOINTED EMPLOYEE:**

**I hereby confirm my agreement to the job description for my role as set out above**

**Print Name:**

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**Date:**

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**Signature:**

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