

# **JOIN TEAM NCD**

**FIND YOUR NEW**  **New  
College  
Durham**

# OUR STATEMENT OF PURPOSE

## OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

## OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

## OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

**As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':**

**Accountability:** We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

**Safeguarding:** We maintain a safe and inclusive environment in which students can learn, achieve and progress.

**Partnerships:** We work in partnership with those who share our vision and values.

**Inclusion:** We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

**Respect:** We treat everyone with respect, fostering trust, openness and honesty.

**Excellence:** We achieve and maintain high standards in everything that we do.

## **JOB DESCRIPTION**

<b>Job Title</b>	Technician – Hair & Beauty (0.6)
<b>Grade</b>	Support Grade B
<b>Hours</b>	22.2 hours per week (pro-rata)
<b>Location</b>	Framwellgate Moor Campus
<b>Department</b>	School of Digital and Creative Industries
<b>Accountable to</b>	Head of School/Curriculum Manager

## **JOB PURPOSE**

To monitor and support students, tutors and physical resources in the department and provide direct technical and learning support to ensure the timely and effective delivery of key performance targets of New College Durham.

## **KEY RESULT AREAS**

1. Ensure the appropriate equipment is available and maintained and is set up for teaching sessions, organising practical work areas for staff and students and ensuring these areas are clean, tidy and safe.
2. To carry out risk assessments and ensure that all performance areas comply with current Health and Safety regulations.
3. To ensure all performance areas comply with current health and safety regulations.
4. Ensure that the College's policies for quality management and control are employed effectively within the areas of responsibility.
5. Assist in the establishment, implementation and review the ethos of customer focus in all activities and participate in the effective monitoring of compliance with these standards.
6. Assist in maintenance of appropriate stock levels, ordering of goods and Services as directed.
7. Undertake other duties or responsibilities to support the salon and students, for example reception, money transactions, promotional activity and client bookings.
8. Ensure the effective implementation and utilisation of all systems of work (computerised and manual) to ensure a quality customer service provision for New College Durham.

9. Offer instruction, guidance and support to students in the development of skills, knowledge and understanding as appropriate and contribute to the assessment process where appropriate including assessment by direct observation.

Any other duties commensurate with the grade and status of the post.

## **GENERAL RESPONSIBILITIES**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

## **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **EQUALITY AND DIVERSITY**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



## ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

## PERSON SPECIFICATION

Job Title: Technician – Hair & Beauty

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Qualified to Level 2 (or equivalent) in Hair and / or Beauty	1	✓	
Experience of working in the Hair and Beauty industry	1/2		✓
Experience of working within a salon environment	1/2		✓
Up to date awareness of Health and Safety processes and procedures	1/2	✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1 / 2	✓	

## PERSON SPECIFICATION

Job Title: Technician – Hair & Beauty

Skills	Assessed by	Essential	Desirable*
Demonstrate the ability to work effectively with stakeholders	1 / 2	✓	
Ability to effectively communicate to people both face to face and in writing	1 / 2	✓	
Ability to work collaboratively within the working environment in order to meet deadlines	1 / 2	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	3	✓	

Ability to prioritise and organise own workload and work in a timely and effective manner	2 / 3	✓	
Willing to work flexibly to meet the needs of the curriculum area and business	2 / 3	✓	
Suitable to work with young people and vulnerable adults	1 / 2 / 3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	3		✓

\* For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

\*\* This criteria might be considered at the shortlisting stage.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College's six month programme "Teaching, Learning and Assessment Toolkit" to gain knowledge on the practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.