

# **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 and Beauty        |
| <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>     | Hairdressing and Beauty Therapy   |
| <b>Accountable to</b> | Head of School/Curriculum Manager |

## JOB PURPOSE

To ensure the smooth, safe, and commercial standard operation of college hair and beauty salons. Supporting lecturers and learners by preparing resources, maintaining equipment and overseeing health and safety.

## 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. 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.
4. Assist in maintenance of appropriate stock levels, ordering of goods and services as directed.
5. Undertake other duties or responsibilities to support the salon and students, for example reception, money transactions, promotional activity and client bookings.
6. 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.
7. 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.
8. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
9. Any other duties commensurate with the grade and status of the post.

## GENERAL RESPONSIBILITIES

1. To promote the ASPIRE 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. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

## **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. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. 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.

## **BELONGING AND INCLUSION**

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 Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion 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 Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion 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 and Beauty

| <b>Knowledge &amp; Experience</b>                                                                             | <b>Assessed by</b> | <b>Essential</b> | <b>Desirable*</b> |
|---------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------|
| English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards** | 1                  | ✓                |                   |
| NVQ level 2 or equivalent e.g. NVQ 2 in Hairdressing or Beauty Therapy                                        | 1                  | ✓                |                   |
| NVQ level 3 or equivalent e.g. NVQ 3 in Hairdressing or Beauty Therapy                                        | 1                  |                  | ✓                 |
| Information Technology qualification at level 1 or above, e.g., ECDL, CLAiT                                   | 1                  |                  | ✓                 |
| Experience in managing appropriate stock levels, ordering of goods and services                               | 1 / 2              |                  | ✓                 |
| Recent experience of working within the Hair and/or Beauty Industry                                           | 1 / 2              |                  | ✓                 |
| A working knowledge of Hairdressing or Beauty Therapy                                                         | 2 / 3              | ✓                |                   |
| Recent experience and understanding of Health and Safety processes and procedures                             | 1 / 2              | ✓                |                   |

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## PERSON SPECIFICATION

**Job Title:** Technician Hair and Beauty

| <b>Skills</b>                                                                                                      | <b>Assessed by</b> | <b>Essential</b> | <b>Desirable*</b> |
|--------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------|
| A proven track record of being able to prioritise and organise own work                                            | 2                  | ✓                |                   |
| Ability to deal professionally with staff and students in person, by phone or by correspondence                    | 2                  | ✓                |                   |
| Recent experience in effectively organising and scheduling tasks to meet deadlines                                 | 1 / 2              | ✓                |                   |
| Demonstrate the ability to work effectively with others.                                                           | 2 / 3              | ✓                |                   |
| A commitment to resolving problems and to improving own performance                                                | 2 / 3              | ✓                |                   |
| Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers | 2                  | ✓                |                   |
| Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment         | 2 / 3              | ✓                |                   |
| Confidence in using digital tools to support in the role                                                           | 1 / 2 / 4          | ✓                |                   |
| Suitable to work with young people and vulnerable groups                                                           | 1 / 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.

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

**Issue Date:** May 2026