

Group Member:		Keighley College	
Job Title:		Salon Technician	
Reports to:		Salon Supervisor	
Job Grade	LEG A	Department	Study Programmes

SPECIFIC ROLE RESPONSIBILITIES:

1. Be responsible for the maintenance for the salon and beauty rooms, the operation and maintenance of equipment
2. Ensuring the health and safety of the salon and beauty room
3. Support front of house when needed
4. Record keeping, stock taking and ordering of supplies.
5. Ensuring the salon and beauty room is kept clean, tidy and organised at all times.
6. Ensure the salon and beauty room are kept secure at all times.

CORE RESPONSIBILITIES:

1. Support learners to produce work using specialist techniques
2. Demonstrate technical techniques, technology and equipment to students as required by teaching staff to support study programmes
3. Prepare and maintain the facilities and equipment to a high standard and ensure that the area and learners are compliant with all relevant Health and Safety Legislation including COSHH regulations
4. Maintain and organise teaching spaces in relation to curriculum need
5. Introduce new techniques and technologies relevant to subject area
6. Prepare facilities and equipment for teaching
7. Assist in the delivery of the technical elements as directed by teaching members of staff
8. Order consumables and equipment for curriculum area
9. Oversee the technical aspects of students work and use of specialist resources and equipment across the curriculum
10. Oversee technical aspects of visiting speaker programme including booking guest lecturers and workshops
11. Liaise with stakeholders and external practitioners
12. Keep abreast of new technologies, and demonstrate new equipment to students

13. Facilitate small groups of students in technical workshops and support independent learning sessions
14. To cover the counter in instances of staff absence, or to cover breaks
15. Maintain equipment

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Relevant Level 3 Qualification in hair and beauty	A / C
E	Q2. Maths and English Level 2 (or willing to achieve in given time frame)	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. A current understanding of practice with a public outlet	A / I
E	EK2. Experience of working professionally in the Beauty and Hair industries	A / I
E	EK3. Experience working with students both independently and as a group	A / I

D	EK4. Experience demonstrating specialist techniques to groups of students	A / I
E	EK5. A good knowledge and understanding of Health & Safety.	A / I
D	EK6. Knowledge of creative supplies such to enhance hair and beauty	A / I
E	EK7. Knowledge of housekeeping and customer services within commercial environment	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E or D	SC1. Ability to set up, maintain and operate specialist facilities and equipment	A / I
E or D	SC2. Excellent Organisational Skills	A / I
E or D	SC3. Ability to work in a team or independently	A / I
E or D	SC4. Strong interpersonal skills and good communicator.	A / I
E or D	SC5. Able to work using own initiative.	A / I
E or D	SC5. A courteous, positive and 'can do' approach.	A / I
E or D	SC.6 The ability to maintain a professional and safe environment	A / I
E or D	SC7. The ability to set up and close down salon and beauty areas ready for students and clients	A / I
E or D	SC8. The ability to support with stock control and ordering	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I