



## **Job Description**

**Job title:** Hair and Beauty Teacher/ Assessor

**Responsible to:** College Principal

**Date:** September 2021

**Purpose:**

To lead, teach and assess on our Hair and Beauty programme, including initial set up of schemes of work, memberships to accrediting bodies and sourcing resources for September 2021 opening. To provide a high-quality learning experience for our post 16 learners with complex learning needs.

**Duties and responsibilities:**

- Lead and manage the H&B programme in line with college policies and procedures.
- Prepare, plan and deliver effective teaching of the programme in consultation with the college Principal.
- Supervise, train and assess learners in accordance to their individual needs as set out in their ECHP.
- Monitor learners' progress: record and track working at levels and progression to identify targets and provide effect concise feedback to enable learners to reach their full potential.
- Work in partnership with other staff that may be supporting learners with attainment, life skills and/or engaging in the Foundation Programme.
- Ensure high standards of learner's attendance, punctuality and conduct in the professional salon working environment.
- Identify further training options for learners such as moving on to apprenticeship schemes or work experience with local employers in the H&B industry.
- Meet and liaise with external assessors/moderators to ensure the programme is consistent and in-line with the accrediting body.
- Promote high expectations and provide a safe and secure learning environment for staff and learners in college including safe working practices in compliance to Health and Safety regulations and legislations.
- Contribute to curriculum and self-development.



*Putting the education, training and aspirations of learners foremost*

## **Specific duties:**

- Manage and teach on all aspects of the Hair and Beauty programme at Entry Level to level 2 to small groups of young learners aged 16-25 who may have profound learning difficulties including ASD and SEMH.
- Provide professional leadership and take the lead in the programme development including organising, structure and managing the students' learning experience on programmes of learning.
- Responsible for the preparation of materials, tools and equipment required for the salon and other resources required for the programme to operate at a high-standard for September start date.
- Monitoring of H&S, COSH and compliance procedures, ensuring that the safety of the learners is paramount
- To monitor and plan effective lessons matching the design of lesson to the learners' abilities.
- Use learners' data to inform planning and progression.
- To have high expectations of learners based on sound knowledge of their prior and potential attainment.
- To take account of the need for progression in the learners' learning experience and be accountable for learner attainment.
- To ensure effective whole class, group or individual opportunities are available to learners.
- To set high standards of expectations of learners' behaviour through good classroom discipline focused teaching, and productive relationships.
- To set and assess any course/homework as an integral part of the learners' learning.
- To use opportunities to embed and reinforce literacy and numeracy skills within teaching.
- To use enterprising approaches to teaching and learning when appropriate.
- To effectively deliver the tutorial programme when required to do so.
- To contribute extra-curricular activities for learners wishing to experience other vocational programmes with the college and or other external FE providers.
- To give clear and constructive feedback to learners on how to move towards the next level or grade.
- To work as a team member, identifying opportunities for working with colleagues and sharing good practices.
- To set an example to learners in work ethic, conduct, dress code, punctuality, and attendance.
- To keep an accurate register of attendance and encourage excellent punctuality and attendance.
- To liaise with parents/carers as appropriate.
- To take a positive approach towards innovation in teaching methodology and subject development.
- To attend College Open Days, Events and Parent/Carer Evenings as directed by the College Principal.
- To keep all learners' records up-to-date and write reports and assessments as required.



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**Person Specification – Hair and Beauty Teacher/Assessor**

<b>1</b>	<b>QUALIFICATIONS</b>	
A	A Certificate in Education, or an appropriate Teaching Qualification or Assessor Awards	<b>E</b>
B	A Specialist Qualification in subject area across all levels	<b>E</b>

<b>2</b>	<b>EXPERIENCE</b>	
A	Evidence of successful teaching and industry experience within the appropriate context	<b>E</b>
B	Experience of assessing learners.	<b>E</b>

<b>3</b>	<b>ABILITIES/SKILLS</b>	
A	Teaching skills to work successfully with learners of varied ages, backgrounds and abilities including evidence of suitability to work with vulnerable children and young adults.	<b>E</b>
B	Ability to teach in the subject areas covered by the post.	<b>E</b>
C	Ability to use ICT/e-learning successfully to deliver a high-quality teaching and learning experience.	<b>D</b>
D	A current knowledge of the procedure and techniques in subject area	<b>E</b>
E	Working knowledge of Health and Safety legislation	<b>E</b>
F	Ability to motivate, encourage and support learners.	<b>E</b>
G	Ability to work without direct supervision and able to develop own skills.	<b>E</b>

<b>4</b>	<b>KNOWLEDGE</b>	
A	Sound knowledge of safeguarding and confidentiality in an educational setting	<b>E</b>
B	A good awareness of specific learning difficulties	<b>E</b>
C	Basic Skills – Math's & English Level 2 equivalent to GCSE grade C or above	<b>D</b>
D	Assessors Awards (or willingness to work towards)	<b>E</b>
E	Knowledge of GDPR protocols	<b>D</b>
F	An understanding of educational policies and procedures	<b>D</b>

	<b>OTHER</b>	
A	Commitment, loyalty to College's vision	<b>E</b>
B	Ambition and drive to support the College's development.	<b>E</b>
C	Self-motivated	<b>D</b>
D	Current driving licence	<b>D</b>

**E** – Essential - **D** - Desirable