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**Job Description**

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| **Job Title** | Hair & Beauty Teacher/Instructor | | Date prepared: September 2019 |
|  | Reporting to: Assistant Head | | Salary Grade: Main Pay scale/Unqualified Teacher pay scale |
| **Purpose of Role** | | * To provide a high quality learning experience for all students taught leading to expected progress or better. * Provide high quality pastoral support, leading to personal development and improved behaviour. * Whole School improvement through supporting policies & initiatives at subject and whole school level. * To undertake quality planning and delivery within this specialist area to enhance students’ progress and outcomes. | |
| **Main Duties** | | **Quality of Education**   * Work in accordance with EOTAS policy for teaching, learning and assessment. * Plan and deliver high quality lessons that help all students learn well, developing and consolidating their knowledge, understanding and skills, working collaboratively with other staff where required. * Develop and review syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the faculty in line with EOTAS policy and practice. * Undertake a range of assessment, reporting and recording tasks in line with the EOTAS development plan in a timely and professional manner, including the maintenance of accurate records of students’ work. * To develop and implement robust tracking and clear assessment frameworks in line with EOTAS assessment policy, to identify students who need further support to make expected progress and take action to address the issues. * Have working knowledge of the SEN Code of Practice in regards Quality first teaching for identification and assessment of Special Educational Needs (including Gifted and Talented) to plan effectively. * To keep up to date with and respond to national developments in the subject area - teaching practice and pedagogy. Understand and deploy PiXL principles. * Embed the teaching of reading, writing and communication, and where appropriate, mathematics enabling students to make good progress throughout the curriculum * Maintain and use secure knowledge and understanding of the subjects taught to plan learning that sustains students’ interest and challenges their thinking. * To ensure effective communication/consultation as appropriate with the parents. * To contribute to PSHE, citizenship, enterprise and other cross-curricular issues according to school policy.   **Behaviour and Personal Development**   * Work collaboratively with tutors, pastoral staff and the multi-agency team to promote high expectations for attendance (linked to progress), setting work for students who are persistently absent from school or excluded. * In accordance with the Colleges behaviour policy, set high expectations for students' behaviour and maintain good discipline by establishing a purposeful working atmosphere. * Support all students to become confident, self-assured learners with excellent attitudes to learning which has a strong, positive impact on their progress and who are well equipped for the next stage in their education, training or employment. * Undertake the role and responsibilities of a Tutor. * Be the first point of contact for parents of students in the Tutor Group. * Monitor (and set targets for) the social, emotional and academic progress of individuals in the Tutor Group. * Promote good attendance and monitor in accordance with the EOTAS attendance policy. * Use Tutor Role to ensure students are ready to learn. Be familiar with case management to make referrals for additional support and to share information. | |
|  | | **Professional Standards**   * Support the aims of the School to promote a positive, safe and aspirational learning environment. * To treat all students fairly, consistently and without prejudice. * Promote equality of opportunity and an acceptance of diversity, tackling the use of derogatory or aggressive language and challenging stereotyping and prejudice-based bullying. * Set a good example to students in terms of appropriate dress, standards of punctuality, attendance and conduct. * Promote the aims of the School by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc. * Support the ethos of the School by upholding the behaviour code, uniform regulations etc. * Take responsibility for own professional development and participate in staff training when provided. * Reflect on own practice as well as the practices of the School as part of school self-evaluation. * Be aware of and follow the various policies of the School. * Participate in the management of school by attending various team and staff meetings. * To proactively look for opportunities for continued personal and professional development. * To carry our duties in a timely manner, meeting deadlines set. | |
| **Health & Safety** | | * In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. * You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. * You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy. | |
| **Data Protection** | | * In accordance with the provisions of the GDPR (2018), jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures. | |
| **Safeguarding** | | * Demonstrate a commitment to safeguarding, and promoting the welfare of children, young people and/or vulnerable adults. The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced DBS Disclosure. | |
| **Note** | | * This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time at the reasonable direction of the Head Teacher to reflect the changing needs of the Service, always in consultation with the post holder and reviewed annually. | |