

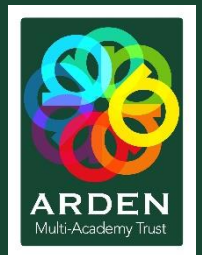


# Arden Academy

Part of Arden Multi Academy Trust



## Teacher/Instructor of Hair & Beauty Applicant Information Pack





# Teacher/Instructor of Hair & Beauty

Full-Time or Part-Time, Permanent

1st September 2024 or earlier if possible

# Hello

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Thank you for taking an interest in the position of Teacher/Instructor of Hair & Beauty at Arden Academy. In addition to the information provided in the vacancy advert, this document will give a more detailed insight into what it will be like to work at Arden in this role.

Arden's unique atmosphere makes this an exceptionally rewarding school to attend and work at. Our family ethos is central to our identity, where staff, students and parents work together in the best interests of each and every one of our children. We need a professional who will continue to enhance and develop this culture - driving aspirations and raising expectations within a strong environment of genuine care and support.

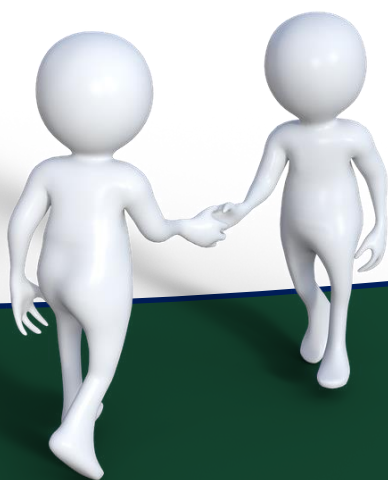
If you share our vision, we would be delighted to receive your application.

We hope that you find the following information helpful and would appreciate you submitting your application electronically to:

[office@arden.solihull.sch.uk](mailto:office@arden.solihull.sch.uk)

**Closing Date: Monday 8th April 2024 (9am)**

Letters of application should be addressed to Mr Warwood, Associate Headteacher.



# Our School

We are an exciting and ambitious school that strives daily to ensure opportunities for all of our students and staff. We pride ourselves on our "Arden Family", a supportive and caring culture that ensures an environment exists where students can be pushed and challenged to achieve their potential and where our highly skilled staff can deliver the highest levels of inspiring and engaging learning.

Through our broad curriculum and our extensive array of co-curricular opportunities, we provide opportunity for all students to find their passion and to achieve their potential in their chosen pathways. The co-curricular opportunities offer add depth and variety to our students' learning, ensuring that school fulfils a far greater role than just the delivery of a curriculum.

Arden is an ambitious and aspirational school. Our students value education and recognise the crucial role it plays in ensuring that they are prepared to enter the worlds of further education and work as skilled and resilient members of the community. We are very proud of the exam results that our students achieve and the fact that they leave us well equipped for the next stages in their lives at the age of 16 or, for a majority, 18.

Our Arden Values of Determination, Excellence, Courage, Friendship, Inspiration, Equality and Respect run through all that we do and provide the framework in which our students are able to grow and develop into well rounded young adults.



# Hair and Beauty at Arden Academy – Resources, Facilities and Support

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We are fortunate to have a purpose built, dedicated hair salon housed in the Smart Centre. All lessons within the Design Technology department take place in the building, so, as well as the salon we have kitchens, workshops and computer suites.

The salon can hold classes of up to 16 students and as you'll be able to see from the images in this document, it is fully equipped and resourced to deliver the City and Guilds Level 2 Technical Award in Hair and Beauty Studies. This includes exploring the exciting world of hair and beauty and the environment in which its industries operate, looking back in time to explore changing trends and developments within the hair and beauty sector, how science is used to create products, and why we create images for business use. Within this course the students participate in both theory and practical. The students will learn many hair and beauty skills such as shampooing, blow drying, setting, styling, plaiting, basic makeup and nails skills for different eras ranging from Ancient Egyptian through to the 1990s.

We have previously supported teachers to transition from both Further Education or College settings and from working in industry, into a school based setting. All teachers at Arden receive training and continuous professional development, you would also be expertly supported by our current Hair and Beauty teacher.

As mentioned above, we deliver the City & Guilds Level 2 Technical Award in Hair and Beauty Studies. All the lessons and planning documents that are required to deliver this course already exist. You would be able to use them to deliver your own lessons, or as a starting point if you did not already have a fully resourced curriculum specific to the course we offer.

The Design Technology team is welcoming and supportive. Rather than working in isolation, you would be part of that wider group of teachers, all of whom care deeply about the students at Arden and want the very best for them.



# The Value that Arden Places on Hair and Beauty

Working in a school enables you to foster purposeful and impactful relationships with students. For some of our students the success they achieved in this course has transformed their life opportunities. Some have chosen a career in Hair and Beauty. Others used the confidence they gained studying Hair & Beauty to be successful in other subjects. It became a key factor that improved their motivation to come to school and to study successfully in their other subjects.

These personal success stories have resulted in the Arden Senior Leadership Team placing a high value on the course. Also the Arden Trust Executive Leadership Team can see how the course could further benefit and positively impact the lives of even more students at Arden and at other schools in the Trust. Investment is being made into the development of other salons at other schools within our Trust.



Above all else our students value the course. Younger students in Years 7, 8 and 9 look at the success of the older students in Years 10 and 11. Many students participate in the Hair & Beauty co-curricular club and they pay close attention to the work produced by the older students. This results in a very high uptake of Hair & Beauty at Arden, typically we have two to three classes each in Years 10 and 11. In Year 10 we currently have four classes, which is exceptional for a school setting.

These vacancies have arisen due to the popularity of the course at Arden and the planned expansion of Hair & Beauty into other schools within the Trust.

It is incredibly rewarding to work with young people. In this role you will truly have the opportunity to make a real difference to their lives, and you'll get to do that alongside a team of committed, hardworking and supportive colleagues.

# Person Specification

	Essential	Desirable	Methods of Assessment
<b>Qualifications</b>	<p>Strong qualifications appropriate to the subject</p> <p>Level 3 Diploma in Hairdressing NVQ/VRQ or equivalent</p> <p>GCSE's (or equivalent) to include English and Mathematics</p> <p>Willingness to undertake further training to support curriculum developments in Hair &amp; Beauty</p>	<p>QTS status by the time of the commencement of the post</p> <p>NVQ Level 4 or equivalent qualification in relevant subject</p> <p>Evidence of continuous INSET and commitment to personal development</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Qualifications</li> </ul>
<b>Experience</b>		<p>Successful and relevant secondary teaching experience</p> <p>Experience of working with teenagers</p> <p>Experience of contributing to co-curricular activities</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Knowledge</b>	<p>Secure knowledge of the Health &amp; Beauty curriculum</p> <p>Knowledge of the regulations around safeguarding and how to address any issues that might arise</p>	<p>Excellent subject knowledge and skills as a classroom practitioner</p> <p>Knowledge and understanding of the requirements of high-quality teaching/pedagogy including AFL</p> <p>Understanding of relevant equal opportunities, health and safety and safeguarding guidance and legislation, and with commitment to keeping up to date with legislative changes affecting schools</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> <li>• Observation</li> </ul>
<b>Skills</b>	<p>Ability to create an ambitious and positive learning environment/culture in the Hair Salon</p> <p>Ability to create and develop an ambitious vision for the highest achievement of students and colleagues</p> <p>Ability to establish, lead and develop positive working</p>	<p>Proven record as a teacher whose students reach high standards of learning and achievement</p> <p>Achieves good pupil outcomes</p> <p>Ability to use student level data to raise standards</p> <p>Effective classroom practitioner</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> <li>• Observations</li> </ul>

# Person Specification

	<p>relationships with students, parents, staff, Governors and local community, setting appropriate personal but professional boundaries</p> <p>Ability to engage and motivate pupils</p> <p>Commitment to the School's ethos and aims, skills and aptitudes</p> <p>Desire to continuously promote, raise and assess the highest teaching standards across your teaching subject</p> <p>Creative, flexible and open to new ideas to promote teaching and learning to the highest standard</p> <p>Ability to deploy behaviour management strategies effectively</p> <p>Ability to orally communicate effectively with a range of audiences</p> <p>Excellent organisational and time management skills</p> <p>Excellent oral and written communication skills</p>	<p>Ability to deploy teaching &amp; learning strategies appropriately to suit the needs of pupils of differing ability</p>	
<p><b>Other</b></p>	<p>Enhanced DBS clearance</p> <p>Compliance with all School and Trust policies, with a willingness to engage in extra-curricular activities and take responsibility for professional development</p> <p>Commitment to inclusion</p> <p>Commitment to seeing tasks through fully</p> <p>Self-motivational and a positive approach</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Observation</li> <li>• References</li> </ul>

# Job Description

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**POST:**           **TEACHER / INSTRUCTOR OF HAIR & BEAUTY**

**POST HOLDER:**     **Vacancy**

**LINE MANAGER:**    **Head of Design Technology**

## **Key Responsibilities**

To contribute to the high-quality teaching and learning of the Hair & Beauty course.

To participate in the development of appropriate schemes of work, (syllabi, materials and teaching strategies) in line with the National Curriculum, Department Schemes of work and the academy's aims and objectives.

## **Job Purpose**

As a class teacher, to promote the general progress and well-being of individual pupils, classes or other groups of pupils assigned to you by the Associate Headteacher but not exclusively, through the teaching of Hair & Beauty and as a form teacher and/or member of a Year Team.

As a form teacher, through regular daily contact with pupils in a form to exercise care for each individual (liaising with the Head of Year when appropriate), encouraging positive attitudes, an understanding of rights and responsibilities within the life of the school and in society and assisting each pupil to recognise the contribution that you can make to the whole school community.

## **Key responsibilities as a Teacher / Instructor**

### **As a class teacher / Instructor**

To contribute to the teaching of Hair & Beauty in ways which encourage learning within the aims and policies of the academy and department and the curriculum area.

Developing and tailoring existing schemes of work for pupils assigned to you, in keeping with the policies and programmes of study in force in the department.

Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those pupils.

Assessing, recording and reporting on the development, progress and attainment of pupils assigned to you.

Communicating and consulting with the parents of pupils assigned to you in accordance with the arrangements for communication published by the school.

Having an awareness of the baseline data for each pupil in the class and tracking progression in line with National expectations.

# Job Description

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Reviewing from time to time your methods of teaching and the schemes of work, keeping up to date with subject and professional developments and participating in arrangements, as appropriate, for your further training and professional development as a teacher.

Providing guidance and advice to pupils on educational and social matters and on their future careers, including sources of more expert advice on specific questions.

Participating in arrangements, as appropriate, for public examinations in accordance with the Conditions of Employment.

Participating, as a member of a departmental team, in the team management of the department and assisting the effective running of the department through the discharge of such tasks as the Subject Leader may reasonably delegate.

In accordance with school policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.

Recording and reporting the absence of pupils from teaching groups in accordance with school procedures.

Assisting in the development and maintenance of an attractive learning environment by producing materials for display in classrooms and around the school.

Ensuring that the teaching room for which you have responsibility is appropriately organised and properly looked after.

## **As a form teacher and member of a Year team**

The accurate recording of attendance and absence at the start of each school session in accordance with the published instructions.

The monitoring of attendance of each individual pupil, ensuring that messages and notes from parents are received and/or that appropriate action is taken in accordance with the published procedures.

General responsibility for the welfare and conduct of members of the form (this includes ensuring that there is compliance with uniform regulations and understanding of school rules and policies).

Leading form periods in accordance with the scheme of work for each Year group, managing form time so that it is used purposefully and profitably.

Attending assemblies with the form and supervising them whilst they are there (this includes the supervision of dismissal from assembly).

In accordance with the published calendar of meetings, attendance at Year team meetings.

In partnership with the Head of Year, to encourage inter-form activity and the participation of form members in inter-form events

# Job Description

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In association with the Head of Year, the fostering of good home/school liaison and the distribution of the newsletter and other material which may from time to time require distribution to pupils or parents.

Ensuring that rooms are properly cared for.

## **General Duties**

To carry out a share of supervisory duties in accordance with published rosters.

To participate in the meetings arranged with colleagues, parents and others, relative to the above duties.

To participate in arrangements made for the Appraisal under School Appraisal Policy.

To participate in pupil review.

## **Continuing Professional Development – Personal**

In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

Undertake any necessary professional development as identified in the School Development Plan, taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.

Approved by: D Warwood

Revision Date: 28/02/2024

# Where Can You Find Us?



## Directions from J5 of M42:

At junction 5 of the M42, follow the Warwick Road/A4141 towards Knowle. At the roundabout, take the 2nd exit and stay on Warwick Rd/A4141. Turn right onto Lodge Road. Turn right onto Station Road. Arden Academy will be on the left.



## Details for your sat nav:

Arden Academy  
Station Road  
Knowle  
Solihull, B93 0PT