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**JOB DESCRIPTION**

**Job Title:** Hair and Beauty Tutor

**Responsible to:** Head Teacher

Deputy Headteacher

**Purpose of job:** To deliver high quality learner focused vocational training, meeting contractual requirements and awarding body standards. Developing and delivering lessons that incorporate a combination of practical and theory learning activities. Ensuring that all review paperwork is completed, so that evidence of student training and progression is documented in line with awarding bodies (NVQ Level 2) and school policies.

**Teaching & Learning Duties and Responsibilities:**

* Deliver Hair and Beauty, VTCT Level2 Certificate in Hair dressing and Beauty Therapy.
* Work alongside and liaise with the Internal and External Verifiers regarding VTCT practices and procedures.
* Write Schemes of Work.
* Help promote/recruit learners.
* Prepare closed files and assessment materials for Internal Verifier.
* Prepare teaching materials/lesson plans/complete outcomes/mark assessments.
* To teach assigned students, including the setting and marking of work as appropriate
* To assess, record and report on the development, progress and attainment of students to VTCT Level 2.
* Keep Learner records, up to data via Tracker Sheets, including calendared data drops.
* Ensure that relevant training and support is given to teaching assistant.
* Oversee the maintenance of the attendance registers.
* Ensure that reviews are carried out 4-6 weekly.
* Liaise with outside agencies when necessary to provide support for students as required.
* Ensure that pastoral support is provided for students as required.
* Interview students on entry to the programme to develop their individual learning programme.
* Maintain student files in terms of abilities, achievement and progression.
* Ensure school rules are enforced.
* To maintain good order and discipline among students and safeguarding their health and safety
* To promote the well-being of students
* Report any child protection issues to the nominated child protection officer.
* Work in accordance with the schools/ awarding bodies VTCT Health & Safety policies and procedures.
* To communicate and consult with parents / carers
* Work in accordance with the schools Equal Opportunity policies and procedures.
* Attend all training courses, meetings and development activities as and when necessary to keep knowledge current.
* Attend all staff meetings as requested.
* To advise and co-operate with other staff on the preparation and development of courses and study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
* Maintain confidentiality of school and student information.
* Maintain standards of professionalism within the school and externally.
* In addition to the duties and responsibilities listed, the job-holder may from time to time be required to perform other duties assigned by the Headteacher.

**Additional Duties & Responsibilities**:

* Prepare and maintain hygienic standards within Training Rooms
* To ensure a professional image is maintained within the salon from both staff and students
* To clean and fold towels
* To prepare treatment beds ready for use
* To sanitise equipment (e.g. emery boards, tables, lamps, bottles etc.)
* Maintain a tidy and organised reception area
* Any other duties that are delegated by the Head Teacher which are linked to the role.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by…………………………………………………….(Postholder)**

**…………………………………………………………………….. (Postholder – Print Name)**

**and ……………………………………………(Headteacher) Date …………………**

**Updated October 2017**

