

Hair & Beauty Tutor

JOB DESCRIPTION

Job Title : Hair & Beauty Tutor
Responsible to : Vocational Learning Leader
Contract : Fixed Term Contract to July 2022 initially
Hours : 9 - 12 hours per week based on curriculum need

TITLE AND GRADE OF POST: Hair & Beauty Tutor

Salary to be negotiated; commensurate with qualifications and experience.

1. PURPOSE OF THE JOB AND WORKING TIME

The hours will be between 9 and 12 hours per week worked across Monday and Tuesday between 8-30 am and 3-30 pm. The role is to deliver VCTC Level 2 Hair and Beauty qualification

Salary to be negotiated within the Unqualified Teacher Pay Scale, commensurate with qualifications and experience.

2. RESPONSIBLE TO

The post holder is responsible to the Head-teacher in all matters, and curriculum matters to the Vocational Learning Leader

LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum, with the aim of improving the quality of teaching and learning in the school.

3. PARTICULAR RESPONSIBILITIES

The particular responsibilities attached to the teaching post are as follows:

- To teach, according to their educational needs, pupils assigned to him/her in the allocated classes, including the setting and marking of work.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Undertake a designated programme of teaching.
- To maintain the care of the salon, ensuring that it is compliant with health and safety regulations and the department risk assessments.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To attend and contribute to department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.

- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process of the school.
- Monitor and report to parents on the progress of pupils in line with the school's procedure, also to attend parent's evenings.
- To comply with all financial, health & safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with the Senior Assistant Head-teacher or Head-teacher.

PLEASE NOTE

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.