

HAIR & BEAUTY THERAPY TUTOR JOB DESCRIPTION AND PERSON SPECIFICATION

Job Details

Post: Hair & Beauty Therapy Tutor

Pay: From £15ph

Responsible to: Curriculum Lead

Key Purpose: To plan, deliver and evaluate creative and innovative teaching and learning to learners from levels 1-3. To lead course/subject delivery. To adhere to and administrate Health and Safety policies and procedures. To assist in the coordination enrolment and induction of students. To contribute towards the planning and effective running of the curriculum.

Responsibilities

1. Deliver high-quality teaching and learning, ensuring safety and adherence to awarding body standards.
2. Lead course delivery, including lesson planning, resource allocation, and assessment in line with curriculum requirements.
3. Offer comprehensive student support, acting as a personal tutor, aiding in their development, and coordinating with support staff.
4. Conduct initial assessments and cater to individual learning needs with appropriate support.
5. Maintain and evaluate student records, course effectiveness, and engage in curriculum development.
6. Collaborate with internal and external stakeholders and participate in quality improvement initiatives.
7. Implement best practice and strategies for effective behaviour management, to support a positive and conducive learning environment.

8. Uphold safeguarding policies to protect the welfare of all students, promoting a safe and supportive educational setting.

Professional Conduct

Tutors are expected to:

- Start classes on time
- Keep up to date with developments in their subject area
- Keep accurate and up-to-date registers
- Keep accurate and up-to-date records of student development and progress
- Adhere to general standards of conduct embodied in our policies and procedures (e.g. health and safety, equality and diversity, etc.)
- Participate in the quality assurance arrangements (induction, lesson observation, appraisal and gathering/analysing feedback from students with a view to implementing continual improvement to courses on an ongoing/annual basis.)
- Participate in any inspection of the provision by external quality assurance agencies
- Work flexibly and efficiently, maintain the highest professional standards and promote and implement the policies of the Y.O.U.R Beauty School CIC

This job description is current at the date shown below.

Date: March 2024

Personal Specification

Post: Beauty Therapy Tutor

Area to be assessed	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> - minimum level 3 qualification in Beauty Therapy - 1 Years industry experience - Assessor qualification 	<ul style="list-style-type: none"> - Teaching & training qualification - Internal Quality Assurance (IQA) qualification 	Original certificates (candidate to bring to interview)
Knowledge	<ul style="list-style-type: none"> - Knowledge of the Hair & Beauty industry 	<ul style="list-style-type: none"> - Knowledge of the issues, trends and initiatives in the Further Education sector - Current curriculum Developments in Skills for Life and how it affects learning strategies - E-literacy and competence in using ICT (and associated networks and systems) 	Application form. Personal statement on application form Formal face to face interview
Experience	<ul style="list-style-type: none"> - Recent, relevant experience in Hair & Beauty Therapy 	<ul style="list-style-type: none"> - Experience of teaching, course leadership and delivery - Worked with key stage 3-5 (13-19 years) - Worked with young person who may have; SEND, ASD 	Application form. Personal statement on application form Formal face to face interview

		<p>and behavioural support needs</p> <ul style="list-style-type: none"> - Relevant experience in a teaching or training position in FE/secondary/professional - Experience of teaching Functional/Key/Basic Skills. - Experience in dealing with challenging behaviour 	
<p>Skills and Qualities</p>	<ul style="list-style-type: none"> - A holistic and flexible approach to student-centred teaching - An ability to work well as a member of a teaching team and provide quality education to all students - Excellent verbal and written communication skills – a capacity to deal effectively with staff, students, parents, employers and others - Proven ability to maintain a professional approach under pressure - Must demonstrate a strong commitment to equality and diversity and how it affects classroom practice - Must demonstrate a strong commitment to quality 	<ul style="list-style-type: none"> - Can reflect and evaluate upon own performance and plan for future practice - Able to prepare effective written and visual teaching materials including the effective use of Information 	<p>Application form.</p> <p>Personal statement on application form</p> <p>Formal face to face interview</p> <p>Personal statement on application Form</p> <p>Formal face to face interview</p>

	assurance and safeguarding		
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