

Job description

Job title:	Teacher of Hairdressing
Grade:	UQT/MPS/UPS dependent on experience.
Hours / weeks:	Part Time
Contract type:	Fixed Term
Start date:	1st September 2026
Reports to:	SENCO

We have an exciting opportunity for someone to come and join our team to support across the programme offer, at Levels 1, 2 in Hairdressing for students in KS4.

Job purpose

- The main focus of this role is the planning and delivery of a wide variety of practical and theory lessons across Hairdressing and assessing students to ensure they reach their agreed outcomes.
- To contribute to the overall ethos, work and aims of the Academy.

Main responsibilities:

Teaching:

- To undertake a teaching commitment as defined by the School.
- To teach using different methods so that all learners progress.
- To plan learning programmes for groups of students, and to guide them through the learning process (target setting, action planning, review, progression).
- To deliver learning, plan and undertake assessment on an agreed range of programmes, using an appropriate range of learning methods and activities, including new technologies. In this role to prepare appropriate essential documents including:
 - o assessment plans
 - o schemes of work
 - o lesson plans
 - o teaching & learning materials
 - o individual learning plans
 - o assignments
- To mark student work in a timely fashion and provide good feedback to drive improvement, including spelling, grammar, punctuation and to embed English and Maths to all lessons.
- To act as a personal tutor and deliver tutorials.
- To promote high attendance to School targets & follow up non-attenders as directed by the SENCO/Inclusion lead
- To maintain accurate records of students' retention, achievement and attendance using e-registers, and provide reports on student progress as required, using electronic ILPs.
- To mark registers by the close of day.

- To participate in team meetings and contribute to planning, development and review activities, including course review, self-assessment and other College QI procedures.
- To undertake data checks as directed by Managers.
- To provide outstanding learning experience to students, maximising and showcasing the use of ILT.
- To act as Course/Subject Leader if required.
- To promote Equality & Diversity and Safeguarding in teaching and learning.
- To promote British values and PREVENT.
- Participate in formal and informal lesson observation and appraisal.
- Taking responsibility for specific course organisation and curriculum development work.
- To make a contribution to planning, development and evaluation of courses, course materials, assessments vehicles, either independently or as part of a team.
- Being the agreed point of contact for a course.
- Take responsibility for compiling and maintaining a programme management file for a course.

Assessment:

- To undertake assessment of students within the College, at the students' places of employment and placements as appropriate and necessary.
- To set and / or invigilate students' examinations as appropriate and necessary.
- To verify examination / assignment material as appropriate and necessary. Act as an Internal Verifier if required.

Student Recruitment and Support:

- Undertake student recruitment, including the selection and interview process, and testing.
- Undertake student enrolment, including pre-course advice and guidance, student enrolment, and induction.
- To contribute to Open Evenings, parents' evenings and similar events as required.
- For students requiring Additional Learning Support, to devise/update Individual Learning Plans, including (where appropriate) identifying learning activities to be carried out by a Learning Support Assistant; and to make arrangements with the LSA for continual management of progress and up-dating of the Individual Learning Plans.
- Using initial assessment and free writing results compile student profiles for each group.
- To work co-operatively with staff and teams in other areas of the college in order to ensure an effective service to students.
- To be prepared to act as a Course Team Leader or undertake other administrative roles within the Department.
- To work as part of the course team, contribute to Course Team reports and team meetings.
- To respond effectively to queries from students, colleagues and outside organisations.

Curriculum Development:

- To contribute to curriculum development as appropriate. This includes identification of course requirements, planning, development and evaluation of courses and course material.
- Administration
- To undertake necessary organisational / administrative work.

- To ensure student registers are accurate and that withdrawals are notified promptly as per College Policy for all classes taught / tutored.

Pastoral

- Ensure that they are familiar with the Academy's health and safety guidance and be responsible for their own health and safety and that of their students.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the students, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the students' Code of Conduct and Dress Code.
- If present in the Academy, attend assemblies and supervise the students.

Other

- Support and foster the aims of the Academy.
- Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues as per the academy policy in line with reduced timetable as are allocated to them by their Head of Faculty or Senior Leaders, punctually and efficiently.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Day for prospective parents and students.
- Notify their Head of Faculty and the Assistant Headteacher as early as possible if they are going to be absent from the Academy and set rigorous, appropriate work and follow the Academy's policy for notifying.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Faculty and the Deputy Headteacher.
- Take part in the Academy's performance management scheme and appraisal.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Person specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
General	<ul style="list-style-type: none">● Polite and courteous● Discretion, probity, honesty & integrity● Reliable, punctual, diligent and well-organised● Excellent verbal and written communication skills	
Qualifications & training	<ul style="list-style-type: none">● Minimum of Level 3 Hairdressing● Qualified teacher status	<ul style="list-style-type: none">● Master's or equivalent● First Aid training
Relevant experience	<ul style="list-style-type: none">● Experience of working within the Hair industry● Experience of working in an educational setting	<ul style="list-style-type: none">● G-Suite● Previous experience in a multicultural setting
Knowledge, skills & abilities	<ul style="list-style-type: none">● Knowledge of a range of pedagogic approaches to cater for different learning styles, ensuring all students engage● Up-to-date subject knowledge● Can stretch the most able GCSE students● Understanding of what constitutes effective teaching for learning● The capacity to form positive learning-centred relationships with young people from a diverse range of backgrounds● Strong organisational skills● Inspiring colleagues to deliver the best teaching possible● Excellent classroom practitioner	
Personal qualities	<ul style="list-style-type: none">● Commitment to improving teaching and learning, and continued professional development● Flexible approach and readiness to respond to individual student needs● Ability to work well as part of a team, to build trust and openness and be prepared to take direction● Open-minded and forward-thinking approach to the positive use of technology in education.● Passion, enthusiasm, and ability to motivate and inspire students for the subject● Commitment to safeguarding and the welfare of students● Willingness to be involved in the wider life of the Academy	