

Title Hair and Beauty Trainer and Assessor, Clayfields House Secure Children’s Home	Department Children Families and Cultural Services	Post Ref.
Job Purpose To provide high quality training, learning, assessment and internal moderation for students within the secondary age range across a range of Hairdressing and Beauty courses up to level 2 in a secure children’s home environment. Students with have complex needs including challenging behaviours. Hours: 13 hours weekly: 8.30am to 4.15pm Tuesday, 8.30am to 3.45pm Fridays. Working Term Time only 39 weeks per year, paid 43 weeks to include annual leave entitlement. Annual leave must be taken in term breaks which do not always match mainstream school. Grade 5 Salary £6,640 to £7,624 (£11.88 - £13.64 per hour) gross per year dependent on salary spine point at 2019 rates.		
Key Responsibilities 1. To launch a new Hair and Beauty training provision at Clayfields House, starting from scratch in a new-build training salon. This will include setting up all systems, purchasing equipment, courses and materials. 2. To plan, prepare, develop, deliver and evaluate courses and course materials as the sole trainer in these subject areas. 3. Make assessments for the accreditation of students. 4. To prepare risk assessments for all activities. 5. To train students in Hair and Beauty up to level 2 in class groups of up to 4. 6. To assess student work and ensure accreditation is appropriately submitted and achieved. 7. To complete all associated organisation/administrative work, preparation and marking. 8. To maintain student records and write reports on student progress as required. 9. To direct the work of any teaching assistants supporting learners in the group of trainees.		Key Accountabilities 1. To launch a new Hair and Beauty training provision at Clayfields House, starting from scratch in a new-build training salon. This will include setting up all systems, purchasing equipment, courses and materials. 2. To plan, prepare, develop, deliver and evaluate courses and course materials as the sole trainer in these subject areas. 3. Make assessments for the accreditation of students. 4. To prepare risk assessments for all activities. 5. To train students in Hair and Beauty up to level 2 in class groups of up to 4. 6. To assess student work and ensure accreditation is appropriately submitted and achieved. 7. To complete all associated organisation/administrative work, preparation and marking. 8. To maintain student records and write reports on student progress as required. 9. To direct the work of any teaching assistants supporting learners in the group of trainees.

10. To attend training as required and stay current in terms of trends and techniques. 11. To participate in physical interventions if required. 12. To meet the requirements of the Health & Safety at Work Act 1974 and the centre's Health & Safety Procedures. 13. To implement the centre's policies and procedures in full. 14. You will comply with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice. 15. To manage an annual budget of up to £5,000 following the Council's financial systems and regulations.	10. To attend training as required and stay current in terms of trends and techniques. 11. To participate in physical interventions if required. 12. To meet the requirements of the Health & Safety at Work Act 1974 and the centre's Health & Safety Procedures. 13. To implement the centre's policies and procedures in full. 14. You will comply with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice. 15. To manage an annual budget of up to £5,000 following the Council's financial systems and regulations.
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. An NVQ 3 Hairdressing and Beauty Therapy or equivalent (essential). 2. A Teaching Qualification (desirable). 3. Vocational Assessors Awards - new A and V awards (TDLB D32/33/34 and maybe D36) (essential) 4. Working Knowledge of: <ul style="list-style-type: none"> • Hairdressing and Beauty Therapy industry and contemporary trends • NVQ Assessment and Methodology 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 5. Ability to train very complex students aged 12 – 18 in hair and beauty who present a wide range of special needs and emotional and mental health needs alongside challenging behaviour. 6. Ability to assess for qualifications accreditation. 7. Ability to communicate well verbally with students who have complex needs and to manage their behaviours safely. 8. Ability to communicate well verbally and in writing with colleagues and external professionals. 9. Ability to deal with conflict from complex students in the work place. 10. Ability to work as part of a team including colleagues from other disciplines. 11. Ability to set-up a brand-new provision within the centre including equipment, risk assessments, materials and courses. 12. Ability to operate the Hair and Beauty facility as the sole trainer on site taking responsibility for all aspects of provision reporting directly to the Head Teacher or their manager/supervisor. 13. Ability to organise own workload and prioritise tasks. 14. Good ICT skills.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 21. Relevant professional/commercial experience at least 2 years. 22. At least 2 years' experience as a trainer in Hairdressing and Beauty Therapy offering entry level to level 2 courses. 23. Experience of working with young people who present complex needs and behaviours either in a professional or voluntary capacity. 	

Tier 7 – Experienced / Professional Staff

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| | <ul style="list-style-type: none"> 15. Physical ability to participate in MAPA physical intervention if required. 16. Ability to cope with a rapidly changing environment and the stresses associated with the students presenting needs. 17. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 18. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 19. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 20. Ability to meet agreed objectives and delivery targets by the effective use of resources. |
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Role Dimensions

- 24. To launch a new Hair and Beauty training provision at Clayfields House, starting from scratch in a new-build training salon. This will include setting up all systems, purchasing equipment, courses and materials.
- 25. To plan, prepare, develop, deliver and evaluate courses and course materials.
- 26. To prepare risk assessments for all activities.
- 27. To train students in Hair and Beauty up to level 2 in class groups of up to 4.
- 28. To assess student work and ensure accreditation is appropriately submitted and achieved.
- 29. To complete all associated organisation/administrative work, preparation and marking.
- 30. To maintain student records and write reports on student progress as required.
- 31. To meet the requirements of the Health & Safety at Work Act 1974 and the centre's Health & Safety Procedures.
- 32. To implement the centre's policies and procedures in full.
- 33. To manage an annual budget of up to £5,000 following the Council's financial systems and regulations.
- 34. To direct the work of any teaching assistants supporting learners in the group of trainees.