



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Hair & Beauty Tutor/ HLTA

The Heights Burnley





A message from the Headteacher

Thank you for expressing an interest in the position of Hair & Beauty Tutor/ HLTA at The Heights, Burnley.

This is a fantastic opportunity for an outstanding, ambitious and dynamic individual to join a newly opened school at an exciting stage of its journey.

We are an age 5-16, 150-place alternative provision school in Burnley who have recently been judged 'Good' in all areas by Ofsted. The Heights, Burnley is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are part of the Education Partnership Trust (EPT), serving the community of Burnley, Pendle, Rossendale, Hyndburn and The Ribble Valley. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

At The Heights, Burnley, we are proud to provide a safe and inclusive learning environment: promoting positive attitudes and respect. Through instilling our PRIDE values of Perseverance, Respect, Initiative, Drive and Excellence, we aim to nurture our students' character, self-esteem, personal and social development. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure an excellent education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Our Ofsted report highlights that 'parents spoke candidly about how the school has changed not only their child's life, but also that of the whole family.'

We aim high at The Heights, Burnley and expect high standards of behaviour and academic effort. Every student at The Heights, Burnley is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. Ofsted inspectors noted and praised the good behaviour of pupils in lessons, the ambitious curriculum and the support for each pupil and the calm atmosphere around school. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights, Burnley our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This

commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights, Burnley is a successful age 5-16, 150 place alternative provision and over the past three years has achieved the following:

- 100% of our year 11 cohort moved into further education, employment or training.
- 98% of respite students successfully transitioned into their next phase of education.
- Established working relationships with over 40 mainstream schools.
- Established as the 'school of choice' for alternative provision in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact the School Business Manager dbury@theheightsburnley.com



N. Lewis
Headteacher



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I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Hair & Beauty Tutor / HLTA

Hours: 37 Hours per week

Weeks Worked: Term Time Only (39 Weeks)

Start Date: October-November 2025

Salary: SCP 19-25 (£27,323-£30,989)

The Heights, Burnley wishes to appoint a hardworking, enthusiastic and committed Hair & Beauty Tutor / HLTA. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To carry out effectively the duties of a HLTA and school lead for Hair & Beauty within an alternative provision school.

What are the job requirements?

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Planning and delivering hair and beauty courses and programmes within the school.
2. To instruct and tutor classes as designated within an agreed framework of syllabus, styles and procedures including:
 - preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set
 - correcting pupils' work promptly, thoroughly, carefully and in positive way according to agreed procedures and policy
 - engaging pupils in the assessment process by regular feedback to individual pupils indicating the ways in which improvements and progress can be made, according to agreed time schedules
 - setting appropriate learning targets for students which are based on current data and which are both shared with the students and used in continuous assessment
 - keeping accurate and adequate records of pupils' progress and completing reports within agreed timescales and according to the school policies
3. To ensure that classes are managed in such a manner as to enable learning for all to take place and that the Schools behaviour for learning policy and procedure is consistently applied

4. To ensure that instructing and learning is appropriately differentiated, challenging, varied and appropriately paced
5. To work in collaboration with the inclusion staff in planning and delivering appropriately differentiated work to students with SEN needs
6. To foster close, supportive and collaborative links with colleagues within the subject area and Faculty and/or within the learning stage and with those engaged in extra-curricular and cross-curricular activities
7. To direct the work and allocate tasks to subject support staff working with your class or students in accordance with the agreed learning stage schedules and schemes of work
8. To assist with activities on induction/taster days and open days.
9. Responsible for arranging and submitting examination data.
10. Contributing to the whole school improvement plan.
11. Undertaking whole school responsibility to include salon income generation
12. To maintain hair & beauty stores and equipment and stocks to ensure that all equipment and stock is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
13. To attend staff briefings and meetings and to be familiar with all school routines and policies.
14. Provide a safe and engaging environment for young people to thrive.
15. Use hair and beauty skills to develop and mentor young people in a positive way.
16. Additional teaching of another subject to include but not restricted to PSHE, Employability Skills or Personal & Social Development.
17. Acting as a form tutor with regular communication with parents.
18. Supervising pupils at breaks and lunch periods.
19. Be a part of our school Enrichment Programme.

20. The potential to support and or lead in another main area within the school

Budget, Equipment, Health and Safety and Management

1. To be responsible for the Hair & Beauty budget.
2. To be responsible for all equipment used and ensure it meets appropriate health and safety at all times.
3. To ensure that staff and pupils have the appropriate training and qualifications to carry out the activities.

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources



Closing date: 08th September 2025

Interview date: w/c 15th September 2025

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Person Specification

Hair & Beauty Tutor / HLTA

Reports to: Deputy Head Teacher

Grade: SCP19-25

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App For m	Interview /Task
STRATEGIC DIRECTION & DEVELOPMENT OF THE SCHOOL				
1.	Experience of developing and implementing some whole school policies within the subject areas.	E	✓	✓
2.	Experience of using a range of information and evidence to raise pupil achievement.	E	✓	
3.	Ability to strategically plan a subject areas.	E	✓	✓
4.	Experience of developing and successfully delivering inclusive practice to ensure equal opportunities for all.	E	✓	
5.	Ability to identify realistic and challenging targets for improvement in the subject areas.	E	✓	✓
6.	Ability to ensure that those involved in the delivery of the subject are confident to do so.	E	✓	
7.	Evidence of involvement with governors and working in partnership with parents.	D	✓	✓
TEACHING & LEARNING				
8.	Exemplary classroom instructor.	E	✓	✓
9.	Ability to ensure curriculum coverage continuity and progression in the subject, for all pupils.	E	✓	✓
10.	Ability to set targets in the subject area using current data to map onto and GCSE and/or equivalent.	E	✓	
11.	Experience of using inclusive practices to ensure equal opportunities for all in the subject area.	E	✓	
12.	Experience in the secondary/specialist phase of SEN	D	✓	✓
13.	Experience of implementing the principles and practices in behaviour management and strategies.	D		✓

14.	Experience of national strategies and their impact on teaching and learning in special education.	D	✓	
15.	Experience of the delivery of the national curriculum within relevant key stage(s) and its assessment tools.	D	✓	✓
16.	Experience of extending the subject curriculum to develop effective links with the local community.	D	✓	
17.	Relevant and recent industry experience and a willingness to maintain industry updates and standards.	E	✓	✓
LEADING & MANAGING STAFF				
18.	Ability to provide subject leadership across the key stage(s).	E	✓	
19.	Ability to conduct an audit and identify priorities for development and training needs within the subject area.	E	✓	✓
20.	Well-developed interpersonal and personnel management skills.	E		✓
21.	Contribute information to ensure that the Head Teacher, senior managers and governors are well informed about subject policies.	E	✓	
22.	Experience of appraising staff as required by the school policy.	D	✓	
EFFICIENT & EFFECTIVE DEPLOYMENT OF STAFF & RESOURCES				
23.	Experience of directing, supporting and monitoring the work of staff within the delivery of the subject.	E	✓	
24.	Ability to maintain existing resources and to plan for opportunities for further development.	E	✓	
25.	Ability to use accommodation to create an effective and stimulating environment.	E	✓	
26.	Experience of ensuring that the learning environment is safe and that risks are adequately assessed.	E	✓	
27.	Experience of resource allocation and budget management.	D	✓	✓
28.	Available for driving pupils as required	D	✓	✓
PROFESSIONAL DEVELOPMENT / QUALIFICATIONS				
29.	Sound up to date subject knowledge	E	✓	✓
30.	Completion of a recognised behaviour management training course.	D	✓	
31.	NVQ hair & beauty qualification (such as NVQ 3 hairdressing, IQA assessor / verifier award?)	E	✓	✓
PERSONAL ATTRIBUTES				
32.	Excellent communication and interpersonal skills.	E		✓

33.	Confident ICT user.	E	✓	
34.	Ability to motivate staff and set example of high personal standards.	E	✓	
35.	Ability to work sensitively with a variety of people.	E	✓	✓
36.	Ability to promote the positive image of the school.	E	✓	
37.	Be enthusiastic and have the motivation to work in Alternative Provision (AP)	E	✓	✓
38.	Be committed to equal opportunities and safeguarding	E	✓	



Contact

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An Education Partnership Trust School