

Job title	Grade	School	Location
Vocational Training Officer/TA4 Hair & Beauty	3B 25 - 28 & SNA 32.5 hours pro rata	Children's Services Directorate The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.	Silverdale PRU

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	Application form, Interview
2.	Displays commitment to the protection and safeguarding of children and young people	Application form, Interview
3.	Relevant qualifications and or experience in Hair & Beauty	Application form, Interview & Certificates
4.	Appropriate teaching/training qualification or suitably skilled trade's person with work based training experience	Application form & Interview
5.	To have the ability to plan and deliver to small groups Hair & Beauty, on site The Clifton Centre and across the other sites.	Application form & Interview
6.	To be able to deliver other aspects of the curriculum across all sites if needed with guidance from core staff	Application form & Interview
7.	Current Driving Licence with business use	Application form & Interview
8.	Previous knowledge of Work Based learning and the design and delivery of accreditation	Application form & Interview
9.	Excellent interpersonal and communication skills	Application form & Interview
10.	Excellent organisational and administration skills	Application form & Interview

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
11.	Ability to work under pressure, meet deadlines and targets	Application form & Interview
12.	The ability to forge and sustain good relationships with colleagues and external agencies	Application form & Interview
13.	Working with students at Key Stage 4	Application form & Interview
14.	To be able to support in curriculum lessons when not delivering Hair & Beauty	Application form & Interview
15.	Experience of working with learners with motivational and behavioural difficulties	Application form & Interview
16.	To be able to work as part of a form team to support pastoral responsibility for students	Application form & Interview
17.	Good ICT skills	Application form & Interview
18.	Good Numeracy and Literacy skills GCSE or Level 2 Functional Skills	Certificates
19.	The ability to work flexibly	Application form & Interview
20.	A demonstrated commitment to the active promotion of equality of opportunity	Application form & Interview
21.	Commitment to Work Based Learning and continued quality improvement	Application form & Interview
22.	Willingness to adapt to changing work patterns and to undertake professional development	Application form & Interview

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	A demonstrated commitment to the active promotion of equality and opportunity	Application form & Interview
2.	Experience of dealing with young people with challenging behaviour	Application form & Interview
3.	A patient but consistent approach in motivating young people to achieve their goals	Application form & Interview

Completed by	Date	Approved by	Date
Stephanie Carr	22/04/2026		

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre