Job Description: [Hair & Beauty Tutor]

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| Function: | Industries |
| Job: | Hair and Beauty Tutor |
| Position: | Tutor |
| Job holder: | Head of Learning, Skills & Employment |
| Date (in job since): | TBC |
| Immediate manager(N+1 Job title and name): | Vocational Hub Manager |
| Additional reporting line to: | Training, Skills and Employment Manager |
| Position location: | HMP Peterborough |
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| **1. Purpose of the Job** – State concisely the aim of the job**.** |
| * Delivery of level 1 and Level 2 courses in Hair and Beauty
* To facilitate appointments for Hair and Beauty
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| **2. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
|  |  | EBIT growth: | tbc |  |  | Outsourcing rate: | n/a | Region Workforce | tbc |
| Revenue FY13: | €tbc | EBIT margin: | tbc | Growth type: | n/a |
| Net income growth | : tbc | Outsourcing growth rate: | n/a | HR in Region | tbc |
|  |  | Cash conversion: | tbc |  |  |
| Characteristics | * Add point
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| **3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Vocational Hub ManagerHair/Beauty tutorResidents on the course Residents completingappointments |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Target driven delivery of teaching to high standards
* Adherence to security procedures
* Tool and Product accountability
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| **5. Main assignments** – Indicate the main activities / duties to be conducted in the job. |
| * Delivery of level 1 and 2 courses
* Assessor and Internal Quality Assurance
* Adherence to security procedures
* To deliver accredited and non-accredited learning to the center’s prisoner trainees.
* To ensure all relevant policies and procedures, such as Security, Health and Safety, resident welfare, are adhered to.
* To ensure the safe management of tools and equipment within the Salon setting.
* To manage the behavior of all residents working in or attending the Salon.
* To complete all paperwork relating to the Salon, including resident pay, individual learning plans, regime, running rolls and purchase orders.
* To develop internal promotional materials and events.
* To contribute towards the development and delivery of learning and skills
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| **6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * To provide training opportunities in education and work experience for prisoners.
* To challenge negative behavior and increase self-esteem.
* To provide hairdressing and beauty therapy service for residents
* To increase resident’s employability and reduce re-offending
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| **7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * NVQ level 3 in Hair/Beauty
* Level 3 award in Education and Training or equivalent
* Internal verifier experience (Preferable qualification)
* Experience of embedding and delivering functional skills
* Experience of accessing end of course materials
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| **8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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|  | Brand Notoriety |  |  |
| Innovation and Change |  |
| Employee Engagement |  |
| Learning & Development |  |
| Rigorous management of results |  |
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| **9. Management Approval** – To be completed by document owner |
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|  | Version | 2 | Date |  13/01/24 |  |
|  | Document Owner |  |  |