

Job Description: [Hair & Beauty Tutor]

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 Training and Industries SPCO
Additional reporting line to:	Regimes Manager
Position location:	HMP Peterborough

1. Purpose of the Job – State concisely the aim of the job.

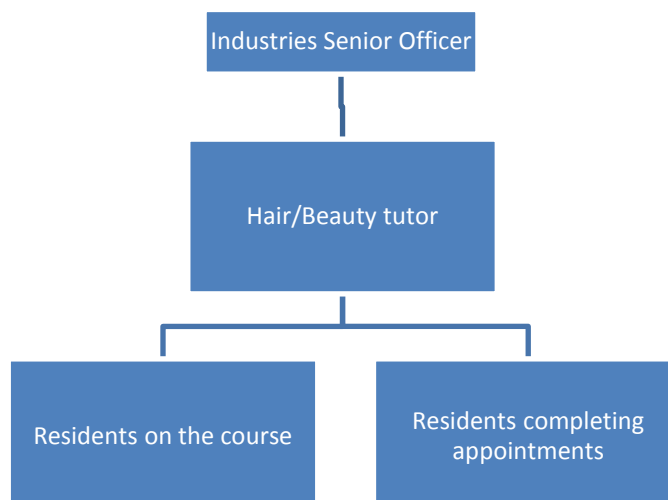
- Delivery of level 1 and Level 2 courses in Hair and Beauty
- To facilitate appointments for Hair and Beauty

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.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

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.



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

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Delivery of level 1 and 2 courses
- IV and quality assurance
- Adherence to security procedures
- To deliver accredited and non-accredited learning to the centre'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 behaviour 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

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 behaviour and increase self-esteem.
- To provide an holistic therapy service for residents
- To increase residents employability and reduce re-offending

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

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<input type="checkbox"/> Brand Notoriety	
<input type="checkbox"/> Innovation and Change	
<input type="checkbox"/> Employee Engagement	
<input type="checkbox"/> Learning & Development	
<input type="checkbox"/> Rigorous management of results	

9. Management Approval – To be completed by document owner

Version	2	Date	01/03/2018
Document Owner	Jim Poberezniuk		