## Job Description: [Hair & Beauty Tutor]

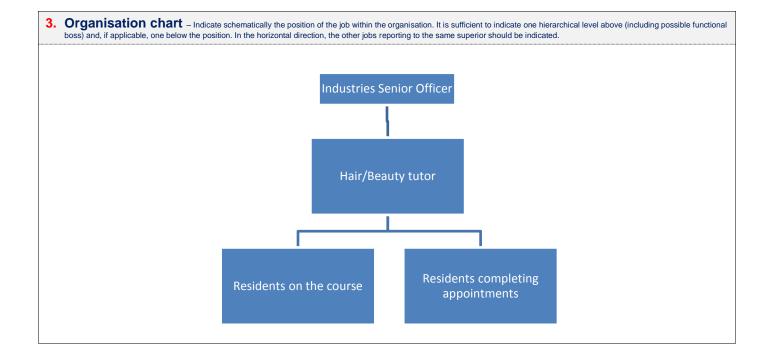


Function:	Industries			
Job:	Hair and Beauty Tutor			
Position:	Tutor			
Job holder:	Head of Learning, Skills & Employment			
Date (in job since):	ТВС			
Immediate manager (N+1 Job title and name):	Vocational Training and Industries SPCO			
Additional reporting line to:	Regimes Manager			
Position location:	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

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



**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

 petencies – Indicate which of the Sodexo core competencies and any professional	
Brand Notoriety	
Innovation and Change	
Employee Engagement	
Learning & Development	
Rigorous management of results	

9. Management Approval – To be completed by document owner					
Version	2	Date	01/03/2018		
Document Owner	Jim Poberezniuk				