

Role Description	
Position Title:	Beauty Therapy Tutor
Position Salary Range:	
Reports To:	Academy Manager
Responsible For:	
Place of Work:	Primary Location – Chiswick
Role Profile:	<p><b>Role Summary</b></p> <p><b>The post holder has responsibility for delivering and assessing the Beauty Therapy short courses and the VRQ and NVQ programmes. The post holder will also fulfil the tutor role as tutor group and operate at Grade 2 as a minimum standard for teaching and learning as defined by the Common Inspection Framework.</b></p> <p><b>The role requires the post holder to meet the quality standards in teaching and assessment.</b></p> <p><b>Key Role-Specific Deliverables: Teaching and Assessment</b></p> <ul style="list-style-type: none"> <li>• Deliver a positive learning experience for all learners on a range of Beauty Therapy courses at levels 2 and 3 that engage all learners.</li> <li>• Deliver the NVQ, VRQ Diploma in Beauty Therapy and small awards at levels 2 and 3 in accordance with the scheme of work [SOW] and produce weekly lesson plans to ensure effective delivery of the SOW</li> <li>• Manage the induction process for new groups of students</li> <li>• Provide stretch and challenge and support for learners where appropriate</li> <li>• Responsible for achieving an outstanding completion rate of circa 85%</li> <li>• Generate teaching and learning resources as required or use the company’s resources – All resources to be approved by the Head of Teaching and Learning before implementation</li> <li>• Assess both theory and practical work on a regular basis and record assessment outcomes</li> <li>• Provide impartial information, advice and guidance to students as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake assessments and reviews of students’ progress within the Academy and where appropriate in the workplace</li> <li>• Undertake assessment, portfolio evidencing and tracking of achievement using e-portfolio and tracking systems</li> <li>• Maintain accurate records of learners’ progress providing individual feedback and guidance to both learner and employer at each visit and complete reviews with feedback and feed forward</li> <li>• Maintain the marking policy of 1-week turnaround of marking</li> <li>• Ensure registers are completed on a daily basis, am and pm</li> <li>• Provide pastoral care to students and refer students to the safeguarding officer and / or external agencies as required</li> <li>• Support and advise learners on how to achieve their qualifications, producing individual learner assessment plans and a supporting portfolio of evidence</li> </ul> <p><b>Key Role-Specific Deliverables: Tutor Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Act as first point of contact for all tutees within your tutor groups</li> <li>• Follow up student absences and update tutor files with details of attendance, issues and learning support requirements</li> <li>• Provide individual tutorials every 10 weeks and set individual targets and assessment action plans relating to both theory and practical. Record outcomes of tutorials and action plans</li> <li>• Provide pastoral care to students and refer students to the safeguarding officer and / or external agencies as required</li> <li>• Provide impartial information, advice and guidance to students as required and throughout their learning experience</li> <li>• Support learners at programme exit and provide information, advice and guidance on progression and employment opportunities as and when required</li> </ul> <p><b>Key Role-Specific Deliverables: Quality &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Adhere to the standards, specifications and standardisation of techniques and procedures as set out for Beauty Therapy for both practical and theory</li> <li>• Ensure all learner files within your tutor groups are FULLY compliant and meet the requirements of the Advanced Learning Loans organisation and where appropriate the SFA to</li> </ul>
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	<p>achieve a low risk status.</p> <ul style="list-style-type: none"> <li>• Maintain and update student records to include reviews, records of attendance and tracking of achievement, ensuring that all records are signed by the tutor and student and dated accordingly</li> <li>• Complete accurate and timely reports and provide evidence of learning when learners withdraw from programmes</li> <li>• Manage student feedback through tutor groups and achieve overall 90% student satisfaction</li> <li>• Attend all standardisation meetings as required</li> <li>• Carry out internal verification where appropriate</li> <li>• Liaise with The Head of Teaching and Learning and the Head of Compliance and Lead IV regarding audit and compliance of reviews and shared resources</li> <li>• Participate in the quality assurance process to include standardising assessor paperwork and tracking documentation</li> <li>• Ensure that you meet the CPD requirements of Habia/Skills Active and the Awarding Organisation</li> <li>• Strive to achieve and maintain an overall Grade 2 for teaching and learning as defined by the Common Inspection Framework</li> </ul> <p><b>Generic Deliverables</b></p> <ul style="list-style-type: none"> <li>• Comply with all health and safety requirements and follow and implement the Equal Opportunities Policy at all times</li> <li>• Actively promote all LHAA Academy policies and particularly those which refer to equal opportunities, safeguarding and health and safety</li> <li>• Be flexible in working hours, working evenings and Saturdays as required</li> <li>• Positively promoting the development of the Company in every aspect of its business</li> <li>• Take an active role in the commercial beauty salon team, contributing to the successful operation of the salon</li> <li>• Working with the Salon Manager maximise the revenue from the salon.</li> <li>• Ensure that current salon promotional practice and activities are employed by the students to develop their skills in securing repeat customers and recommendations.</li> <li>• Attend monthly team meetings</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participate in staff training and development, designed to enable up to date developments in the area of teaching and learning and Beauty Therapy and develop a personal career plan and gain the skills to achieve it</li> <li>• Maintain own CPD</li> <li>• Take an active part in the appraisal process</li> <li>• Take part in Company open days</li> </ul>
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### KEY PERFORMANCE INDICATORS & ROLE ACCOUNTABILITY

<b>KPIs</b>
80% Attendance 100% completion of the register on a daily basis
Minimum 70% Retention
Minimum 70% Achievement
Students at risk
Reviews update - timeliness and quality of reviews
Completion paperwork for achievements, withdrawals
Staff attendance & punctuality
Staff CPD
Teaching & Learning Lesson Observations at a minimum of a grade 2 (internal & external observations)
IV and EV observations and checks on assessment paperwork – minimal action points
Student satisfaction with teaching and learning and tutor support – minimum 90% satisfaction measured through survey monkey
Peer to Peer observations
Salon/training rooms cleanliness