

Role Description	
Position Title:	Hairdressing Tutor
Position Salary Range:	
Reports To:	Academy Manager
Place of Work:	Primary Location – LHAA Academies
Role Profile:	<p>Role Summary</p> <p>The post holder has responsibility for delivering and assessing the Apprenticeship programme to LHAA students. The postholder will also act as a tutor to four tutor group and operate at Grade 2 as a minimum standard for teaching and learning as defined by the Common Inspection Framework.</p> <p>The role requires the postholder to meet the LHAA quality standards in teaching and assessment.</p> <p>Key Role-Specific Deliverables: Teaching and Assessment</p> <ul style="list-style-type: none"> • Deliver a positive learning experience for your Apprentices that engages all learners • Deliver the NVQ Diploma in accordance with the LHAA scheme of work [SOW] and produce weekly lesson plans to ensure effective delivery of the SOW • Manage the induction process for new groups of students • Provide stretch and challenge and support for learners where appropriate • Responsible for achieving an outstanding completion rate of circa 85% • Generate teaching and learning resources as required or use the LHAA resources – All resources to be approved by the LHAA Quality Manager before implementation • Assess both theory and practical work on a regular basis and record assessment outcomes • Maintain the LHAA marking policy of 1 week turnaround of marking • Provide pastoral care to students and refer students to the safeguarding officer and / or external agencies as required • Provide impartial information, advice and guidance to students as required • Provide support for Access to Apprenticeships / Traineeship students to prepare them with the appropriate employability

	<p>skills to support them getting into work</p> <ul style="list-style-type: none"> • Monitor and progress Access to Apprenticeship / Traineeship students to achieve an 'in-work' position within 6 – 20 weeks. Regularly report back [weekly/monthly] on status. <p>Key Role-Specific Deliverables: Tutor Responsibilities</p> <ul style="list-style-type: none"> • Manage a maximum of 4 tutor groups and be accountable for ILPs, timesheets, progress reviews and registers • Act as first point of contact for all tutees within your tutor groups • Provide individual tutorials on a monthly basis and set individual targets and assessment action plans relating to both theory and practical. Record outcomes of monthly tutorials and action plans • Carry out and record formal reviews with each Apprentice within your tutor group every 10 weeks and ensure that they are completed and are fully compliant as required by West Nottingham College • Liaise with the Safeguarding Officer where appropriate to alert them to any safeguarding issues • Provide pastoral care to students and refer students to the safeguarding officer and / or external agencies as required • Provide impartial information, advice and guidance to students as required and throughout their learning experience • Support learners at programme exit and provide information, advice and guidance on progression and employment opportunities as and when required <p>Key Role-Specific Deliverables: Quality & Compliance</p> <ul style="list-style-type: none"> • Ensure all learner files within your tutor groups are FULLY compliant and meet the requirements of WNC / SfA to achieve a low risk status. Maintain this status thereafter • Maintain and update student records to include ILPs, reviews and tracking of achievement, ensuring that all records are signed by the tutor and student and dated accordingly • Manage student feedback through tutor groups as per WNC requirements and achieve overall 90% student satisfaction • As required and requested engage in the programme of assessor employer visits in the workplace and achieve 90%
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	<p>employer satisfaction</p> <ul style="list-style-type: none"> • Attend all standardisation meetings as required • Liaise with Quality Manager regarding audit and compliance of reviews, ILPs and shared resources • Participate in the quality assurance process to include standardising assessor paperwork and tracking documentation • Ensure that you meet the CPD requirements of the LHAA, Habia/Skills Active, AO and SfA/Ofsted • Strive to achieve and maintain an overall Grade 2 for teaching and learning as defined by the Common Inspection Framework <p>Key Role-Specific Deliverables: Employer Engagement [only as directed and agreed]</p> <ul style="list-style-type: none"> • Where required carry out visits to salons as part of the 8 – 10 week employer review • Where required carry out a health & safety check and organisational needs analysis for new salon employers <p>Generic Deliverables</p> <ul style="list-style-type: none"> • Positively promoting the development of the LHAA in every aspect of its business • As required to cover the teaching of NVQ Level 2 [and NVQ Level 3 as appropriate] classes to provide holiday and sickness cover • Attend weekly informal meetings with the Quality Manager • Attend monthly team meetings • Maintain own CPD
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