

ANDREW COLLINGE

Job Specification: Hair Professional Professional Tutor (temporary maternity cover)

Title of Role	Hair Professional Tutor (temporary maternity cover)
Reporting to	Hair Professional Curriculum Manager
Days	2 days per week, with the opportunity to work 1 or 2 days a week in an Andrew Collinge salon
Hours	8 hours per day
Remuneration	£11.50 per hour
Location	Andrew Collinge Training 99 Bold Street & home working

Responsibilities:

- Teaching to a high standard (Grade 1 or 2), delivering on-site and virtual lessons.
- Using good ICT practices and providing virtual hairdressing demonstrations
- Understanding HP or ACHP Apprenticeship Standards, City & Guilds requirements, Teaching & Assessment, EPA, IQA, Compliance, ACT policies and procedures, the Education Inspection Framework (EIF) and Quality Improvement Standards.
- Following and delivering Scheme of Work provided and effectively using Edmodo, OneFile, Evolve and ACT terminology.
- Maintaining strong learner and class management and discipline.
- Taking responsibility for personal CPD (Continuing Professional Development) covering 50 hours per year, attending relevant workshops, training and keeping up-to-date log to evidence personal development of teaching, hairdressing and ICT skills.
- Maintaining good, accurate, legible and compliant record keeping practices.
- Contributing to the IQA/QA Team and following all requirements and routes to accreditation (when in the IQA team).
- Supporting apprentices effectively, towards their apprenticeship completion and progress using Zoom, tutorials, LSF Review, Virtual Learning Reviews, mentoring or Early Intervention processes.
- Through understanding and knowledge of class and individual's, personal learning aims, progress in units, progress from starting point and support needs.
- To know and follow ACT processes, procedures and effectively use the staff handbook for reference.
- To develop learners in English, maths and Functional Skills by contextualising within wider curriculum delivery and marking work in relation to SPaG.
- To encourage learners to follow ACT Consultation & KIT Layout procedures at all times.
- Encouraging retailing, product and after care knowledge during practical delivery sessions.
- Following HABIA, Awarding body, Ofsted EIF and ESFA requirements in relation to teaching, learning and assessment including the correct use of Invigilation for Evolve on-line tests.
- Supporting learner representatives to contribute to Learner Voice
- Understanding and using company data reports effectively to continually monitor and review the progress and achievement of class groups.
- Preparing learners for mock and actual End-point assessment, providing accurate instruction and support.
- Complying with Health & Safety, Equality & Diversity, Safeguarding and Information and Guidance policies.
- Completing professional hairdressing services in an Andrew Collinge salon on a regular basis is a requirement.
- Completing any other duties as reasonably requested.

Personal Specification:

- Can problem solve and use initiative.
- Positive manner and behaviour, celebrates achievement.
- Can lead by example across all aspects of hairdressing and training.
- Good productivity, organisation and time management
- Effective communicator and team player
- Instil confidence and motivate others.
- Good use and understanding of ICT including social media.

Desired Qualifications:

- A1 / TAQA Award
- V1 / IQA Award
- Level 3 or above Vocational Hairdressing Qualifications
- Maths and English Functional Skills at L2