act.

Hairdressing Tutor/Assessor

Contract Term: Permanent

Hours: Part-time, 3 days per week

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships and Higher Apprenticeships across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

We are looking for a motivated, passionate individual who will support learners of varying abilities to complete qualifications. The role involves assessing learners and delivering workshops based around a range of qualifications in Barbering/Hairdressing up to level 3. You will be responsible for delivering skills training sessions to groups and on a one to one basis in line with awarding body requirements.

The role is centre/field based covering the South Wales area and fits within the Apprenticeships Hairdressing/Barbering team reporting to the Route Co-ordinator.

What we offer

- Salary up to £25,300 per annum pro rata (salary based on 3 days: up to £15,385.14 per annum)
- Generous holiday package (over 40 days per year)
- Contributory pension scheme
- Healthcare scheme
- Excellent employee benefits
- Starting Total Reward Package, up to £28,000 per annum (based on 3 days: up to £17,027 per annum).

What you are responsible for

- Deliver workshops based around practical qualification requirements from employability to level 3.
- Undertake assessment visits in workplaces across the South/West Wales area.
- Differentiate assessment and theory-based activities for learners across the both provisions. Follow requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and **ACT**
- Use the internal management (Vision) system to manage learners effectively, ensure accuracy of all data and meet all **ACT** and Welsh Government requirements

- Embed and support development of learners literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- Undertake ESQ underpinning support and support learners through the ESQ qualifications.
- Support learners through the online portfolio systems.
- Ensure electronic and manual paperwork meets compliance and quality standards.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements
- Ensure all relevant Welsh Government and **ACT** administrative paperwork is completed accurately and promptly
- Maintain own CPD by attending sector, awarding body and internal training
- Contribute towards the development of curriculum and strategic plans
- Communicate regularly and professionally with employers to build and maintain good relationships as well as engagement in the learning process.
- Develop links with employers to promote new business as appropriate. Act as a conduit between employers and **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee.
- Engage effectively with employers to keep them involved and to encourage further starts and progression within the organisation.
- Promote the whole range of **ACT** services to facilitate cross selling
- Ensure learners wellbeing by carrying out health and safety monitoring and ensure safeguarding procedures are followed at all times
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attendance at events, meetings and staff training
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback
- To support the Commercial/Managed Training Services teams and deliver training when required
- To adhere to and promote **ACT's** environmental practices
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ACT** core values at all times.

What we are looking for

		Assessment Method	Essential	Assessment Method		Desirable
Experience	Α	Experience	Minimum of 3 years Barbering/Hairdressing occupational experience	A	Application/ Interview	
			Experience of working in the training/education sector	В	Application/ Interview	
Qualifications & Knowledge	A	Application/ Certificate verification	Minimum of Level 3 Hairdressing and Barbering qualification or equivalent	A	Application/ Certificate verification	IQA Qualification
	В	Application/ Certificate verification	Assessors qualification i.e. Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent	В	Application/ Certification Verification	
	С	Application/ Certificate verification	Teaching qualification	C	Application/ Certification Verification	
	D	Application/ Interview	Knowledge of Work Based Learning Sector	D	Application/ Certification Verification	
Skills &	Α	Interview	Creative and passionate for training/learning	A	Interview	Welsh Speaker
Attributes	В	Interview	Ability to develop others			
	С	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	Ε	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	Η	Interview	Team player with ability to work on own initiative			
	Ι	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	Α	Interview	To uphold ACT Values			
Other	Α	Interview	Hold a full U.K. driving licence			

Have you got what it takes? Apply via: <u>https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=18671-FFCA333B-8F09-41B1-AEC8-73E0D421C3C3</u>





