

## Hairdressing Assessor/Tutor Job Description

**Contract term: Permanent, full-time**

**Hours: 37 hours per week**

**Location: Field-based covering Caerphilly, Aberdare, Ebbw Vale and Pontypool**

**Salary: £25,000 (£24,000 – Unqualified) rising to £28,000 per annum pro rata**

**If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!**

### Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about 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 and assess JGW+ learners whilst on active Hairdressing work placements. The role involves assessing learners and delivering workshops based around a range of qualifications in Hairdressing at level 1 and level 2. You will be responsible for delivering skills training sessions to groups / on a one-to-one basis in line with awarding body requirements.

The role is field based covering the South Wales area and fits within the JGW+ team reporting to the Delivery manager with a lead responsibility in Hairdressing.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

### What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities



- E-learning platform available to all staff

### What you are responsible for:

- 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.
- Support learners through the online portfolio systems.
- Ensure electronic and manual paperwork meets compliance and quality standards.
- Follow ACT 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.
- Adhering to and promoting ACT's environmental and sustainability practices.
- 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 continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication 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.



## Person Specification

### What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable
<b>Experience</b>	<b>A</b>	Application/ Interview	<b>A</b>	Knowledge of Work Based Learning Sector
	<b>B</b>	Application/ Interview		
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/ Certificate verification	<b>A</b>	Assessor qualification i.e. Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent
			<b>B</b>	Internal Quality Assurance (IQA) Qualification
			<b>C</b>	Teaching Qualification
<b>Skills &amp; Attributes</b>	<b>A</b>	Interview	<b>A</b>	Welsh speaker
	<b>B</b>	Interview		
	<b>C</b>	Interview		
	<b>D</b>	Interview		
	<b>E</b>	Interview		
	<b>F</b>	Interview		

	<b>G</b>	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	<b>H</b>	Interview	Team player with ability to work on own initiative			
	<b>I</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
<b>Personal Qualities</b>	<b>A</b>	Interview	To uphold ACT Values			
<b>Other</b>	<b>A</b>	Interview	Hold a full U.K. driving licence			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=25363-403C1907-EAE0-443E-BAF7-78D110982BFA>

**INVESTORS IN PEOPLE™**  
We invest in people Platinum  
Rydym yn buddsoddi mewn pobl Platinwm

