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**JOB TITLE: Tutor – Hair and Beauty Therapy (Maternity Cover)**

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities where people have the skills they need for work and life.

With over 40 years of leadership in the sector the organisation provides a wide range of training and community development programmes across the northeast of England.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Conditions of Employment**

Position: Delivery Officer Hair and Beauty Therapy

Responsible to: Team Leader

Salary range: £22,612 - £26,222

Hours: 37 hours per week

Contract Term: Fixed term maternity cover (please not this cover is to at least Dec 2025)

Location: Rivergreen, Sunderland (All Delivery Officer roles may have a peripatetic element due to the needs of learners)

Leave: 25 days per annum, pro rata, subject to local conditions, plus statutory holidays

All posts will be subject to DBS check. A copy of our Ex-Offender recruitment policy and Equal Opportunities policy will be included in the recruitment pack.

The following list of duties and responsibilities must be taken as a guide and is not intended to be comprehensive.

**Job Description**

You will work within Springboard's two Aspire Hair and Beauty salons based at the Rivergreen Industry Centre, Sunderland and Bede Industrial Estate, Jarrow. You will have a flexible attitude towards learning and developing young people’s skills within the hair and beauty industry.

In our purpose-built salons you will support and develop post 16 learners of varied ability from level 1 up to a level 2 standard. We expect applicants to be able to work not only with young people but also with potential employers. The person appointed will demonstrate enthusiasm and motivation, be a “hands on” person who can encourage young people to engage and develop valuable skills to help them progress into employment in the hair and beauty sector or into further training.

**Key responsibilities and accountabilities**

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be regarded as fully comprehensive:

* Plan and facilitate well-structured, high quality learning experiences to meet learner needs.
* Motivate and inspire learners establishing positive and respectful working relationships, use interactive and engaging approaches to teaching, promoting timely achievement and enabling positive progression.
* Apply appropriate and fair methods of assessment, provide constructive verbal and written feedback that ensures learners know how to improve and make progress
* Maintain effective links with employers, provide good levels of support and guidance and effective workplace training.
* Maintain up to date and accurate records of individual learning and progress through the programme, provide swift support and intervention for learners who start to fall behind.
* Maintain safe learning environments and actively promote health and safety, safeguarding and Prevent ensuring learners are aware of strategies for staying safe online.
* Ensure inclusive learning environments, effectively promote equality, diversity and inclusion and British values in accordance with Springboard policies.
* Support learners with SEND to meet their specific needs and overcome individual barriers to learning, where appropriate collaborating with learning support assistants and EHCP officer.
* Embed English, maths and ICT in vocational sessions and make effective use of initial and diagnostic assessment to support learner progression up to and including GCSE in English and maths.
* Contextualise employability, PSHE and maths and English in sessions enabling learners to effectively apply their knowledge and skills in the workplace.
* Contribute to and participate in quality improvement activities, such as self-assessment processes, internal verification procedures and responding to learner feedback.
* Take responsibility for keeping up to date with appropriate sector and educational developments, including industrial updates and participate in appropriate training and development activities that support your performance.
* Carry out duties in accordance with the Quality Systems and Procedures currently in place throughout the organisation.
* Assist in marketing and promotion of Springboard programmes and services.
* To undertake other such duties which are commensurate with the post as may be required from time to time, by the Chief Executive or other Springboard Managers

**PERSON SPECIFICATION**

Essential

* Recognised qualifications in the hair and beauty industry at a minimum of level 3 or equivalent.
* Excellent, up to date, knowledge of a range of hair and beauty learning programmes and their assessment methods.
* Proven ability to supervise a team of learners.
* Ability to plan, produce and deliver effective training sessions using and evaluating teaching methods appropriate to learner groups.
* Good time management and organisational skills.
* Excellent interpersonal skills including, written and verbal communication, negotiation, and team building.
* Able to travel to meet the needs of the role.

Desirable Experience and Abilities

* Recognised qualifications in hair at a minimum of level 2 or equivalent.
* Teaching and or assessment qualifications
* Experience of working with young people
* Experience of liaising with outside agencies
* Experience within a training or related environment

Job Types: Full-time, Fixed term contract

Contract length: 14 months

Pay: £22,612.00-£26,222.00 per year

Benefits:

* Additional leave
* Casual dress
* Company events
* Company pension
* Free parking
* Health & wellbeing programme
* On-site gym
* On-site parking
* Store discount

Schedule:

* Monday to Friday

Ability to commute/relocate:

* Sunderland: reliably commute or plan to relocate before starting work (required)

Experience:

* Teaching: 1 year (preferred)
* hair and / or beauty: 2 years (preferred)

Work Location: In person