**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support young people to learn, achieve and progress to greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

**TCHC is a disability confident committed employer.**

**Who are we looking for?**

TCHC is looking for a passionate and qualified Beauty Tutor to deliver City & Guilds qualifications across our study programmes, supporting our learners through the delivery of Introduction to Nail & Beauty Sector This will include:

• Introduction to the hair and beauty sector – level 1 certificate

• Personal and social development

As a Nail and Beauty Tutor, you will be responsible for planning and teaching the curriculum, as well as differentiation, and will be required to ensure work is marked, records are kept, and assessment is on-going, ensuring all learners are ready for assessments and maintaining a high level of successful pass rates.

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| --- | --- |
| **Job Title** | Nail and Beauty Tutor |
| **Location:** | Basildon – Southgate House |
| **Working Hours:** | Monday to Thursday – 8.45am to 5.30pm, Friday – 8.45am to 1.15pm, 30 min lunch, 37.5 hours per week |
| **Contract Type:** | Permanent |
| **Reports to:** | Centre Manager  |
| **Salary Band:** | Unqualified £23,000 - £26,000, Qualified £27,000 – £30,000 per annum |

**What are we looking for?**

**Qualifications:**

* Qualified to DTLLS/Cert Ed/ PGCE (or equivalent) Desirable
* Qualified to PTLLS/ CTLLS (or equivalent)
* GCSE (or equivalent) in English and maths at grade 4/C or above
* Hold a Level 3 or above in Beauty Therapy

**Main Tasks & Responsibilities**

Lesson Planning

* Create effective schemes of works that clearly supports the learning process of individuals
* Prepare and develop innovative lesson plans, designing and delivering group activities
* Diagnose learner’s literacy, numeracy and ICT needs and requirements by using various diagnostic testing and mock tests

**Teaching**

* Deliver training to individuals and groups following the programme curriculum, setting objectives and targets for achievement
* Provide one to one support to learners where necessary
* Hold a manageable caseload of learners
* Provide appropriate encouragement, guidance and support to learners to help them progress
* Manage any behaviour issues that arise
* Prepare and submit up to date assessments of learners, across all relevant activities
* Monitor and maintain appropriate paperwork and records of progress and to report all cases of learner sickness and absence
* Complete review paperwork and record learners' progress

**Monitoring and Continual Improvement**

* Follow the education inspection framework.
* Undertake regular CPD and record it using company documents.
* Undertake qualifications where suitable as part of your own learning and development.
* Take proactive approaches to ensure Safeguarding and Prevent is embedded into the delivery and ensure issues are raised accordingly, in line with TCHC’s Safeguarding Policy using the appropriate recording and reporting tools.
* Prepare for and attend monthly caseload review meetings with your line manager
* Prepare for and attend standardisation meetings as instructed by Quality Assurance
* Ongoing management and administration tasks relating to TCHC’s CRM and ePortfolio systems, including but not limited to session planning, logging results and providing feedback to learners
* Work alongside the Quality team to ensure that delivery meets the high expectations of TCHC
* Ensure any complaints are raised accordingly in line with TCHC’s Complaints Policy

**Teamwork**

* Liaise with relevant team members to ensure learners achieve their targets and progress into appropriate outcomes
* Establish, develop and maintain effective working relationships with other external organisations involved with the service and learners
* Attend monthly team meetings with line manager to discuss feedback

**Awarding bodies/Funders/OFSTED**

* Follow all company policies and procedures.
* Be familiar with and research updates to qualification specifications and handbooks for subjects’ quality assured.
* Participate in OFSTED inspections as required.
* Be very familiar with key company policies.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive additional 3 days of leave at full pay to cover this closure period after 1 year service.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness’ pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years’ of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expense

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>

**Application deadline**

The closing date for applications is 31/08/2024.

**Interview dates**

Interviews are scheduled W/C 09/09/2024.