

JOB DESCRIPTION

Hairdressing Sessional Tutor
within Transition 2 (T2) organisation

1 CONTEXT

- 1.1 **Title of Post:** Hairdressing Sessional Tutor
- 1.2 **Scale of Post:** Commensurate with experience (MPS)
- 1.3 **Qualifications:** Professional qualifications relevant to vocational sector
- 1.4 **Responsible to:** Head/Deputy Head of Service,
Teaching and Learning Coordinator, Business and Development
Manager
- 1.5 **Responsible for:** Planning and delivery of vocational teaching and learning
opportunities on the bespoke educational programmes of T2
learners

2 RELATIONSHIPS

- 2.1 **Internal:** Learners, Head/Deputy Head of Service, Business Development
Manager, Teaching and Learning Coordinator, Learning
Facilitators, Learner Administrator, Learning Assistants, Governors
and other staff in the organisation as necessary
- 2.2 **External:** Parents / Families, Carers, Social Workers, Health Teams and
other professional partners as necessary

3 PURPOSE OF POST

- 3.1 To plan and deliver vocational teaching and learning opportunities as a
member of a multi-disciplinary transition organisation for learners with learning
difficulties/disabilities and/or complex needs
- 3.2 To work alongside teaching and facilitation staff to deliver person-centred
opportunities for learning in line with individual learner pathways and targets

4 CORE RESPONSIBILITIES, DUTIES AND ORGANISATION

- 4.1 Assist in development of Transition2's philosophy of education, both within the
T2 transition organisation and other settings

- 4.2 Implement bespoke curricula for learners in accordance with the School's philosophy / policies, learners' person-centred targets and Learning Coordinator's/Facilitator's plans
- 4.3 Plan, prepare, resource and deliver bespoke learning opportunities, including the provision of feedback on progress, behaviour and attainment
- 4.4 Prepare and deliver learning activities in response to learners' individual targets/needs in agreement with Teaching and Learning Coordinator
- 4.5 Contribute to the assessment of learners' needs and progress through participation in on-site, off-site and/or out-of-hours learning in line with bespoke targets
- 4.6 Support individual learners and/or small groups to access learning activities in relation to individual and/or group targets
- 4.7 Provide feedback on lesson outcomes to learners and teacher(s)/facilitator(s)
- 4.8 Take responsibility for own familiarity with individual learners' pathways and targets, assisting in the monitoring and recording of progress made within learning opportunities as applicable
- 4.9 Contribute to maintenance of ILPs as required
- 4.10 Support social and emotional well-being of learners with reference to policies and procedures for the responsible sharing of information as well as individual risk assessments
- 4.11 Implement agreed behaviour and classroom management strategies, in line with policies and individual plans, and encourage learners to work cooperatively with others
- 4.12 Contribute to meetings about learner progress, as required

5 **WIDER RESPONSIBILITIES**

- 5.1 Contribute to review meetings and reports, as required
- 5.2 Communicate effectively in line with agreed policies and procedures
- 5.3 Take part in in-service, sector-based training and/or professional development opportunities as required

6 **ADMINISTRATION AND SUPERVISION**

- 6.1 Support effective and professional completion of documentation commensurate with the organisation's standards
- 6.2 Support individual learners as applicable on vocationally specialist activities
- 6.3 Complete administrative tasks, as required, in relation to policies, procedures and for quality assurance purposes
- 6.4 Take responsibility for information-sharing procedures associated with College policies and procedures

7 **GENERAL**

- 7.1 Supporting College staff with preparation of resources and/or spaces as applicable
- 7.2 Undertake other reasonable duties and responsibilities as may be determined in consultation with the Head/Deputy Head of Service and/or Teaching and Learning Coordinator
- 7.3 Familiarise self and comply with the Authority's/organisation's policies including Equality and Diversity, Safeguarding, Health & Safety and seek ways of putting them into practice in the organisation
- 7.4 Be prepared to respond to the changing needs of learners and support opportunities to provide adult community integration where possible

Notes

- 1 The above responsibilities are subject to the general duties and responsibilities contained in the Conditions of Service.
- 2 The job description allocates duties and responsibilities but does not direct the particular amount of time spent in carrying them out and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Janine Cherrington
Head of Service
Transition2
Whitaker Road
Derby
DE23 6AR
01332 370978 / www.transition2.co.uk