



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD**

JOB DESCRIPTION

JOB TITLE: Instructor - Hairdressing

REPORTING TO: Training Centre Manager

FUNCTION OF JOB:

To deliver professional training for all aspects of Hairdressing to the prescribed standards and in accordance with the relevant syllabus.

DUTIES/RESPONSIBILITIES:

- Instruct the apprentices in all aspects of Hairdressing programme i.e. Practical Skills, Personal skills, Science, Hygiene, Health and Safety, Communications and Customer Service and related knowledge to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, overheads and handouts as appropriate, presentations and learner materials.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments programme and carry out administrative tasks.
- Maintain prescribed course records. Monitor and visit Trainees and Employers as required.
- Supervise Trainees and ensure that correct methods, quality standards and safety procedures are observed.
- Supervise Trainees in respect of their timekeeping, attendance, behaviour and application.
- Establish and maintain links with industry for the purposes of work placement and attaining employment.
- Prepare and issue reports as required.
- Ensure adequate security of, equipment, machines and materials located in the training area.
- Ensure that equipment and machines are maintained in accordance with the manufacturers' recommended maintenance schedule.
- Plan and ensure the timely delivery of all course materials and non-capital tools and equipment.
- Request supply of course material and non-capital tools and equipment.
- Ensure that course materials are used in an economical and cost effective manner.
- Use new technology, as appropriate, to assist in delivering and administering training.
- Promote the traineeship format for training delivery to prospective sponsoring employers.
- Ensure participating employers are delivering work based elements of traineeship in the required manner.

Any other duties, which may be specified from time to time.



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PERSON SPECIFICATION

JOB TITLE: Instructor – Hairdressing

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
MOTIVATION: Knowledge of Post/ Organisation Personal Motivation Work-Related Achievements	Good knowledge of Kerry ETB and knowledge of the national developments relating to training, learning and qualifications Self-Starter/High Initiative. Previous record of achievement.	Good Work related IT Skills.
WORK EXPERIENCE: Specify Particular Experience/Skills required.	Qualified Hairdresser with 5 years post Qualification experience over broad range of related activity. Training experience.	
COMMUNICATIONS/ INTERPERSONAL SKILLS: Verbal/Presentation Skills Writing Skills Special requirements Disposition	Strong oral skills. Good written ability. Outgoing personality. Assertive/Leadership qualities and skills.	Flexible.
EDUCATION: General Technical Qualifications/Training	Leaving Certificate standard. Junior and Senior Trade Certificates or equivalent Relevant Train the Trainer qualification	
CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB: e.g. Travel; Car Owner; Driving Licence; Unsocial Hours; Base etc.	Full Drivers Licence.	

