



<b>Title:</b>	Instructor- Hairdressing Apprenticeship
<b>Reporting to:</b>	Manager of Training Services & Innovation
<b>Grade:</b>	Career Grade
<b>Division:</b>	KWETB
<b>Centre:</b>	Wicklow Town
<b>Term:</b>	Fixed 2yr term
<b>Hours of Attendance:</b>	35 hours
<b>Function of Job:</b>	To deliver to apprentices all aspects of Hairdressing to the prescribed Standards and in accordance with the relevant syllabus.
<b>Background:</b>	Kildare and Wicklow Education and Training Board (KWETB) is a Statutory, independent body with resources to deliver educational and Training opportunities to the highest standards in the Wicklow and Kildare region

## DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the post are ever evolving and the exigencies of the post required. The below outlines some of the more immediate duties and responsibilities but is not an exhaustive list:

- Instruct the apprentices in all aspects of Hairdressing i.e. practical skills, personal skills, digital skills, scientific skills and all related knowledge to the prescribed standard and in accordance with the relevant NHA syllabus;
- Keep up to date and informed of developments in education and training in the areas of programme design, delivery and assessment techniques:
- Prepare lesson plans, course notes, overheads and handouts as appropriate:
- Schedule, conduct, correct mark assessments/tests in accordance with the relevant assessment procedures and carry out associated administrative tasks:
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeat procedures and carry out associated administrative tasks:
- Maintain prescribed course records:
- Supervise apprentices and ensure that correct methods, quality standards and safety procedures are observed;
- Supervise apprentices in respect of their time-keeping, attendance, behaviour and application:
- Prepare and issue progress reports to the employer in respect of each apprentice;
- Ensure a safe and healthy work environment in compliance with Health & Safety legislations and regulations:
- Ensure adequate security of equipment and materials located in the training area;
- Ensure that equipment is maintained in accordance with the manufacturers recommended maintenance schedule;
- Plan and ensure the timely delivery of all course material and no-capital tools and equipment;
- Raise request for purchase for the supply of course materials and no-capital tools and equipment;



- Ensure that course materials are used in an economical and cost-effective manner;
- Assist in the evaluation of existing provision and participate in the research, design and development of new courses to meet the needs of industry and learners;
- Work as part of a multi-disciplinary team so as to achieve the best overall outcome for learners;
- Update one's own skills to reflect changes in technology and work practices;
- Promote continuous improvement and innovation in the delivery of provision and associated processes;
- Use new technology, as appropriate, to assist in delivering and administering training;
- Conduct pre-salon checks and workplace visits as required and work in co-operation with workplace mentors and employers;
- Attend NHA Programme Governance meetings as may be required;
- Where required, represent KWETB and training provision on task groups and at events, as appropriate;
- Undertake such other duties as may be assigned from time to time by management.

**PERSON SPECIFICATION**

**Job title: Instructor – Hairdressing Apprenticeship**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Professional Skills</b> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Leadership</li> <li>• Initiative</li> </ul>	<p>Ability to work as an effective team member and contribute to team objectives;</p> <p>Leadership qualities and ability to use own initiative;</p> <p>Ability to use and work on own initiative to achieved desired outcomes and to accept responsibility;</p> <p>Must be flexible to changes within course syllabi;</p> <p>Evidence of ability to adapt to changing work patterns.</p>	
<b>Motivation</b> <ul style="list-style-type: none"> <li>• Knowledge of Post/Organisation</li> <li>• Personal Motivation</li> <li>• Work-related Achievements</li> </ul>	<p>A significant level of understanding relating to the requirements of the post:</p> <p>Demonstrate high levels of personal motivation, adaptability and creativity;</p> <p>Demonstrate ability to motivate others and work under pressure;</p> <p>Demonstrate commitment to maintain a culture appropriate to the FET and training sector;</p>	<p>Good overview of the FET Sector within Ireland.</p>



	Demonstrate relevant work-related achievements with good track record.	
<b>Work Experience</b> Particular Experience/Skills required	<p>Minimum of 2 years' experience in teaching or training accredited Hairdressing courses.</p> <p>3 years' experience as a senior stylist post qualification.</p> <p>Experience of work with the following stakeholder groups: Apprentices/Trainees,</p> <p>Experience and enthusiasm regarding working with young people and adults as appropriate: knowledge of their learning issues and ability relate to them.</p>	
<b>Communications/Interpersonal Skills</b> <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Written</li> <li>• Presentation Skills</li> </ul>	<p>Positive, flexible and pleasant manner.</p> <p>Good communication skills both verbal and written.</p> <p>Good organisation skills.</p> <p>Ability to relate to personnel at all levels internally and externally.</p> <p>Ability to work and contribute to team objectives.</p> <p>Demonstrate the use of Information and Communication Technologies within the learning environment and as an administrative tool.</p> <p>Professional in approach and outlook</p>	<p>Ability to work with individuals and diverse groups of interested parties to ensure that all aspects of QA are integrated into service provision.</p> <p>Moodle Experience.</p> <p>High standard of MS Office Applications such as Word, Excel, Outlook</p> <p>Use of social media platforms</p>
<b>Education and Training</b>	Instructing/teaching Qualification e.g. Train the Trainer,	Senior Trades in Hairdressing or equivalent.



	QQI Level 5 in Hairdressing or recognised equivalent	Qualification in counselling/coaching/personal development.
<b>Circumstances/Special Requirements for the Job</b>	Access to transport and mobility to meet demands of post	
<b>Salary Scale</b>	€41,578- €66,001 as per Department of Education and Skills Circular Letter 0005/2022	