

APPRENTICESHIP INSTRUCTOR NATIONAL HAIRDRESSING APPRENTICESHIP (NHA)

JOB DESCRIPTION

REPORTING TO: APO Training Services, Director of Further Education and Training (FET) Services, Director / Deputy Director of Cavan Institute, Chief Executive or any other designated Officer.

PLACE OF WORK: Cavan Institute / Further Education and Training (FET) Service.

HOURS OF WORK: 07 - 14 hours per week.

FUNCTION OF JOB: Deliver to apprentices, all aspects of Hairdressing to the prescribed standards and in accordance with the relevant syllabus.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities for the post are ever evolving as the exigencies of the role require. The below list outlines some of the more immediate duties and responsibilities of this role and include,

- Provide high quality instruction to the apprentices aligned with the validated programme objectives, minimum intended learning outcomes and indicative content, instructing learning and assessment strategies as per the programme specifications.
- Ensure validity, authenticity, currency and sufficiency of evidence produced by apprentices.
- Work closely and in collaboration with the Provider Programme Leader in a technical subject matter advisory role.
- Brief the workplace mentors on “on-the-job” assessments.
- Maintain apprentice records and documentation, including up-to-date attendance records and grades.
- Monitor the safety of apprentices, classroom and tools according to safety guidelines.
- Fully brief and provide information to the apprentices on the assessment processes.
- Evaluate apprentices progress and provide them with prompt, accurate and constructive, formative feedback.
- Organise repeat assessments for apprentices when required as per Cavan and Monaghan Education and Training Board (CMETB) procedures.
- Enter results into the online system/gradebook.
- Ensures safe practices in the classroom.
- Identify any learning support needs of the apprentices and provide support where required.
- Contribute and collaborate with colleagues on the National Programme Board in the establishment of a community practice, to support the ongoing development and enhancement of the National Apprenticeship Programme.
- Comply with anti-discriminatory practice and uphold equal opportunities.
- Attend scheduled meetings with relevant stakeholders.
- Attend and contribute to National Examination Board meetings.
- Maintain confidentiality for sensitive information.
- Any other duties which may be specified from time-to-time.

**** This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be reviewed from time to time.***

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION AND TRAINING	<p>Minimum of QQI Level 6 recognised teaching qualification OR equivalent AND a minimum QQI Level 5 Hairdressing qualification OR recognised equivalent, with a minimum of 3-years post-qualification experience.</p> <p>Knowledge of Health and Safety rules within the industry.</p> <p>Willing to upskill / CPD.</p>	<p>Additional qualifications in Hairdressing and allied skills.</p>
PROFESSIONAL SKILLS <ul style="list-style-type: none"> • TEAMWORK • LEADERSHIP • INITIATIVE 	<p>Ability to work as an effective team member and contribute to team objectives.</p> <p>Leadership qualities.</p> <p>Ability to use own initiative to achieve desired outcomes and accept responsibility.</p> <p>Must be flexible to changes within course syllabi.</p> <p>Provide evidence of the ability to adapt to changing work patterns.</p>	
MOTIVATION <ul style="list-style-type: none"> • KNOWLEDGE OF THE POSITION / ORGANISATION • PERSONAL MOTIVATION • WORK-RELATED ACHIEVEMENTS 	<p>A significant level of understanding relating to the requirements of the position.</p> <p>Demonstrate high levels of personal motivation, adaptability and creativity.</p> <p>Demonstrate the ability to motivate others while working on multiple agendas.</p> <p>Demonstrate commitment to maintaining a culture appropriate to the FET Sector.</p> <p>Demonstrate relevant work-related achievements with a good track record.</p>	<p>Have a good overview of the Further Education and Training (FET) Sector within Ireland.</p>
WORK EXPERIENCE <ul style="list-style-type: none"> • PARTICULAR EXPERIENCE / SKILLS REQUIRED 	<p>A minimum of 3-years' experience as a Senior Stylist, post qualification.</p>	<p>Teaching or Training Experience.</p> <p>Previous experience working with,</p> <ul style="list-style-type: none"> • Apprentices / Trainees.

COMMUNICATIONS / INTERPERSONAL SKILLS <ul style="list-style-type: none"> • VERBAL • WRITTEN • PRESENTATION SKILLS 	A minimum of 3-years' experience as a Senior Stylist, post qualification.	Ability to work with individuals and diverse groups of interested parties, to ensure that all aspects of Quality Assurance (QA) are integrated into service provision. Have experience with Moodle. High standard of MS Office applications such as Word, Excel, Outlook. Use of social media platforms.
CIRCUMSTANCES / SPECIAL REQUIREMENTS FOR THE JOB	Must hold a full and current driving licence. Must have access to own transport to meet the needs of this position.	
SALARY SCALE	€47,027.00 - €74,147.00 per annum (full-time position). This role is part-time and will be paid on a Pro-Rata basis.	

SHORTLISTING

Shortlisting will take place on the basis of the information provided in the application form. During any shortlisting exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in the candidates' own interests to provide a detailed and accurate account of qualifications and experience in their application form. Additional data is not accepted after the 12-noon deadline.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis, of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview.
- Reference checking.
- Completion of a satisfactory pre-employment medical assessment.

Cavan and Monaghan Education and Training Board is an equal opportunities employer.

References may be checked prior to interview.