

Hairdressing Tutor (Permanent)

Job Description



SALARY:	£29,890.35 per annum (Pro Rata)
LOCATION:	The post-holder will be located at Impact Training (NI) Ltd: 16 Lanark Way Belfast BT13 3BH.
RESPONSIBLE TO:	The Executive Director
HOURS OF DUTY:	Mon-Thu 8.30 am – 4.45 pm Fri 8.30 am – 1.00 pm. (37.5 hours per week.) Occasional evening duties may be required for which time off in lieu will be granted at senior management's discretion. <i>Note: Part-time hours might be considered for the right candidate.</i>
<p>MAIN DUTIES & RESPONSIBILITIES: Hairdressing Tutor</p> <p>Training Programmes</p> <ul style="list-style-type: none"> To devise & implement vocational training programmes within the training section to required levels. To ensure that the training contains an effective mix of theoretical and practical mix. To prepare and maintain training materials and documentation. To liaise with sectoral representatives in the development of training programmes and ensure new developments are incorporated into the training. To assist in the recruitment of trainees as reasonably required by management. To co-operate and assist the employer engagement team to secure quality placements for trainees, create and maintain good professional relations with employers both current and potential. To assist in the preparation and implementation of induction sessions for trainees. <p>Training Delivery</p> <ul style="list-style-type: none"> To deliver & assess training programmes, using a range of approved methods, according to National standards and within required timescales as required by line management. To develop the current salon client base, incorporating practical training. To ensure that programme and trainee records are accurate, processed, maintained and comply with Company policies and contractual guidelines. To ensure an efficient and cost effective use of material resources within the vocational section. To liaise with and facilitate visits from Awarding Organisations, sectoral representatives and, where appropriate, inspection teams relating to your area of responsibility. To ensure that company outcome targets are achieved. <p>Trainees</p> <ul style="list-style-type: none"> To assess the trainee's skills, identifying skills and support needs, and inform the Personal Training Plan. To carry out ongoing target setting and progress reviews in line with organisational and operational requirements. To maintain records of trainee attendance at work placement and on directed training. To maintain qualification specific records of trainee progress and achievements across qualifications within own area of responsibility. To maintain records of the development and acquisition of transversal skills. To promote trainee progression to higher level qualifications and support the securing of positive destination on completion of the training programme. <p>Training Environment</p> <ul style="list-style-type: none"> Ensure that safe working practices, security awareness and housekeeping are maintained at all time. To implement a Health and Safety programme in accordance with appropriate legislation. To report, record and assist in any investigation to accidents/ incidents within the training environment. <p>General</p> <ul style="list-style-type: none"> To attend team meetings and other meetings as required by line management. To carry out self-evaluation to inform annual Quality Improvement Planning processes. To provide regular and ad-hoc reports as required by line management. To participate in staff development and training as identified by line management. To carry out other reasonable duties as required by line management. 	

