



**kcetb**

Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
Kilkenny and Carlow  
Education and Training Board

## Full Time Instructor One Year Fixed Term Contract

**Title:**

**Instructor: Hairdressing**

**Nature of Position:**

To deliver to learners all aspects of the Hairdressing awards including QQI 5M3351; City & Guilds 3002 awards, certificates or diplomas; SEC Junior Trades, SEC Senior Trades, and related knowledge to the prescribed standard and in accordance with the relevant syllabus.

**Salary Scale:**

Contributory Scale: €46,527 - €73,412

Non-Contributory Scale: €44,446 - €69,846

The point on scale is dependent on previous industry experience. Salary will be paid in accordance with such rates as authorised by the Minister for Further and Higher Education, Research, Innovation and Science.

### Role and Responsibilities:

**The responsibilities of the post include the following:**

1. Instruct the learners in all aspects of Hairdressing, including practical skills, personal skills, digital skills, scientific skills and all related knowledge to the prescribed standard and in accordance with the relevant award specifications
2. Design, organise and deliver lessons. Prepare lesson plans, schedules of works and teaching materials (course notes, presentations, handouts) as required. Use a range of teaching methodologies to meet the learners' specific needs
3. Engage with and work collaboratively with programme teams, as directed by the Principal or delegate, in the design, delivery and evaluation of programmes
4. Participate in all course/programme planning and related processes as scheduled by the college
5. Attend all scheduled cross-college events - meetings, open days/evenings, CPD, staff planning and related activities
6. Keep up to date and informed of developments in education and training in the areas of programme design, delivery and assessment techniques
7. Schedule, conduct, correct mark assessments/exams in accordance with KCETB assessment policy and procedures, and requirements of relevant awarding bodies, and carry out associated administrative tasks:

Note that teaching and assessment in this field may include underpinning awards from QQI, City and Guilds and State Examinations in Hairdressing and Barbering

Indicative awards include:

- QQI 5M3351
- City & Guilds 3002 awards, certificates or diplomas
- SEC Junior Trades, SEC Senior Trades

Curriculum underpinning awards may change from time to time

8. Provide appropriate additional teaching and learning, and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeat procedures and carry out associated administrative tasks

9. Maintain prescribed course records, including learner attendance records
10. Support learners who need additional support, engage with learning support teams and support individual learning plans.
11. Provide feedback for learner improvement as required.
12. Supervise learners in respect of their time-keeping, participation, conduct and application
13. Ensure a safe and healthy work environment in compliance with Health & Safety legislations and regulations, including participating in supervision
14. Ensure adequate security of equipment and materials associated with the salon area and programme/course
15. Ensure that equipment is maintained in accordance with the manufacturers recommended maintenance schedule
16. Plan and ensure the timely delivery of all course materials, tools and equipment
17. 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
18. 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
19. Promote continuous improvement and innovation in the delivery of provision and associated processes
20. With strong ICT capabilities use new technology, as appropriate, to assist in delivering and administering the relevant syllabus
21. Where required, represent KCETB and/or the college on task groups and at events, as appropriate
22. Undertake such other duties as may be assigned from time to time by management

This list is not an exhaustive list, and you may be required to take on other tasks and duties for the proper and effective performance of your role.

### **Competencies:**

The person appointed to the above post will be required to show evidence of the following competencies:

- Specialist knowledge, expertise and self development
- Teaching / instructing / training ability
- Specific capacity to contribute to the overall needs of the Further Education and Training Services
- Management and delivery of results
- Professional Development

**The closing date for the receipt of completed application forms is  
Friday, 13 September 2024 at 12.00 noon**

## General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- **All sections of the application form must be completed in full and typed.** Please note that handwritten forms will not be accepted. The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- One copy of your completed application form (in pdf format) and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms are only accepted electronically and should be signed and returned by email to: [recruitment@kcetb.ie](mailto:recruitment@kcetb.ie)
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: [www.kcetb.ie](http://www.kcetb.ie)
- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on [www.kcetb.ie](http://www.kcetb.ie) gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on [www.kcetb.ie](http://www.kcetb.ie)

## The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
  - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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