

**Job Description** Hair/Barbering Trainer/Assessor

**Responsible to:** Acting Head of Hair

**Location:** Based across all PGL Sites/Home Working

**Job Purpose:** To provide an outstanding learner experience through delivery, monitoring and follow up.

**Main Responsibilities:**

* The delivery of apprenticeship standards and traineeship programmes including training and assessment activities, via classroom and remote online learning platforms.
* Timely reporting of learner tracking and achievement.
* Monitoring registers for classroom delivery;
* Following up on learner absence for both classroom delivery and salon appointments.
* Development of suitable training/assessment resources to meet sector needs and new qualifications.
* Liaison with employers regarding learner progress and conducting reviews as they become due.
* Marketing for the hair department.
* Internal Quality Assurance across the department both on OneFile and paper based portfolios.
* Internal Quality Assurance across the department

**Key Skills:**

* + - Experience of delivering training both remotely using online platforms, in a classroom environment and in commercial salons.
		- Experience of assessing learners in the workplace and undertaking progress reviews.
		- IT literate including the use of e-portfolio systems.
		- Full driving licence.
		- Excellent organisational and time management skills.
		- Excellent communication skills at all levels.
		- Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
		- Essential: Level 3 Hairdressing/Barbering Qualifications; TAQA, A1 or D32/33; Teaching Qualification.
		- Desirable: IQA Award, V1 or D34

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as Hair Barbering Trainer/Assessor. This job description does not represent a Contract of Employment**.**