



# Hairdressing Trainer

## Terms of Reference

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**Position:** Hairdressing Trainer.

**Department:** Training department

**Location:** HER Lab – West Pokot, Kenya

**Reporting to:** Program Assistant Manager/ Program Manager/ Curriculum Expert

**Purpose of the Position:** Our site partner, Perur Rays of Hope, is seeking a skilled and experienced Hairdressing Trainer to provide high-quality technical and vocational training in hairdressing to young women in arid and semi-arid regions of West Pokot, Kenya. The Hairdressing Trainer will play a crucial role in equipping participants with the skills needed for economic empowerment and self-sufficiency, and in preparing them to undertake relevant industry certification examinations. Additionally, the trainer will support participants in developing a business mindset, fostering their ability to transition into both employment and entrepreneurship in the hairdressing industry.

**Key Responsibilities:**

**Training Delivery:**

- Plan, prepare, and deliver comprehensive hairdressing training sessions, ensuring they are engaging and aligned with the curriculum.
- Teach participants both theoretical knowledge and practical skills in hair cutting, styling, coloring, and salon management.
- Incorporate business skills training to help participants understand entrepreneurship concepts, including business planning, marketing, customer service, and financial management.
- Ensure the training program aligns with current industry standards and best practices.
- Utilize a variety of instructional methods, including hands-on practice, demonstrations, and interactive activities to facilitate learning.
- Arrange for guest instructors and industry experts to deliver specialized training sessions.

**Curriculum Development:**

- Assist in developing and updating the hairdressing training curriculum to ensure it meets industry standards and the needs of the participants.
- Create detailed training schedules, lesson plans, and instructional materials.
- Incorporate feedback from participants and stakeholders to continuously improve the training program.



### **Assessment and Evaluation:**

- Develop and administer assessments to evaluate trainee skills and knowledge.
- Offer additional support and guidance to participants who may need extra help or have specific challenges.
- Encourage and motivate participants to achieve their full potential and complete the training successfully.
- Provide regular feedback to trainees on their performance and areas for improvement.
- Maintain detailed records of trainee progress and performance.

### **Examination Preparation:**

- Prepare participants to undertake relevant industry certification examinations by familiarizing them with the exam formats and requirements.
- Conduct mock exams and provide study materials to help participants practice and improve their exam-taking skills.
- Monitor and evaluate participants' readiness for the exams, providing additional support where needed.

### **Industry Collaboration:**

- Build and maintain relationships with project teams, industry associations, and certification bodies.
- Facilitate and supervise on-the-job training opportunities and internships for trainees.
- Stay updated on industry trends and incorporate relevant changes into the training program.

### **Resource Management, Safety, and Compliance:**

- Ensure all training materials, tools, and equipment are available, well-maintained, and used safely during training sessions.
- Manage inventory of hairdressing supplies and report any needs or deficiencies to the TVET Program Coordinator.
- Enforce safety standards and protocols to ensure a safe learning environment for all participants.
- Stay updated on industry regulations and best practices to ensure training content remains relevant and compliant with current standards.

### **Qualifications:**

- Diploma or certification in Hairdressing, Beauty and Cosmetology, or a related field, with at least Craft level certification.
- TVET licensed with minimum of 3 years of experience teaching or training in hairdressing, preferably in a technical or vocational education setting, with a strong emphasis on hair styling, coloring, and salon management.
- Experience in preparing students for industry certification examinations is highly desirable.



- Demonstrated ability to integrate business skills training into technical education programs.
- Excellent communication and interpersonal skills, with the ability to engage and inspire participants.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Familiarity with the challenges and opportunities in arid and semi-arid regions is an asset.

**How to Apply:**

Are you passionate about empowering young women in West Pokot through hairdressing skills? If you have the qualifications and the drive to make a difference, we invite you to apply [here](#).