

PLACEMENT ROLE DESCRIPTION

A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

TIPS

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



WHAT SHOULD IT COVER?

THE ORGANISATION

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

ROLE AND KEY RESPONSIBILITIES

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

STUDENT SPECIFICATION

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

HAIR AND BEAUTY

T LEVEL: HAIR AND BEAUTY

ROLE: SALON ASSISTANT

ROLE AND KEY RESPONSIBILITIES

Key responsibilities for the student will include:

- welcoming clients, taking their coat, asking if they would like a drink
- taking clients to their seat and gowning up
- passing foils to stylist, making their job easier
- getting equipment ready for stylists to use
- washing hair and applying treatments
- answering the phone and booking appointments
- sweeping up hair
- general housekeeping

Students will progress into taking bills, speaking to clients about products, applying root tints and doing blow dries. This will help the salon move more efficiently, and release pressure from stylists. We are a team here at Company FF and we all help each other.

ABOUT THE ORGANISATION

Company FF is a hair salon, providing clients with cutting, colour and styling services. We have been open for 2 years and have grown the salon from only 2 employees to 5. We are planning to grow further with our great customer service. We currently have an apprentice, so we are familiar with training procedures.

STUDENT SPECIFICATION:

- be a good team player with good communication skills
- be polite and able to hold a conversation with clients
- be eager to learn and be able to take direction
- be able to wash hair to a good standard
- be able to think ahead and solve problems that will arise

We are looking for people that want to grow in our company, who want to give the best customer experience they can and be the best at what they do.

Enthusiasm, and creativity is key for us. We want someone who can think outside the box.