

# Institute Head

**Aliases:** Institute In-Charge

**Industry/Sector(s):** Beauty and Wellness

## JOB DESCRIPTION <sup>1</sup>

The tasks an Institute Head is expected to perform include:

- Leading and managing the institute
- Managing the creation of a style collection
- Creating and delivering learning and development training programmes
- Teaching in a specialised area or subject
- Evaluating vocational skills, knowledge and understanding of the participants
- Managing and leading a team of professionals and helpers

## WORK ENVIRONMENT <sup>1, 2</sup>

- It is not a desk job
- Need to handle a team of professionals and helpers
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are not available

- Work from home option is not available

### Working Hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is not available
- Overtime may be required

### Is the job suitable for a candidate with special needs?

*This may vary from organization to organization*

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>1</sup>

- Preferably, graduate/postgraduate
- Certified training for Institute Head (programme aligned to BWS/Q0606 released by Beauty & Wellness Sector Skill Council)

## KEY COMPETENCIES <sup>1</sup>

- Ability to manage the centre, maintain quality standards and undertake human resource management
- Proficient in teaching a specialised area or subject
- Well-versed with developing and delivering learning and development training programmes
- Competent to evaluate vocational skills, knowledge and understanding of the participants
- Experienced to undertake qualitative and quantitative research in the sector
- Ability to manage the creation of style collection
- Proficient in leading and managing a team of professionals and helpers
- Knowledge of the principles of marketing
- Knowledge of creating a marketing plan that will promote and improve business
- Understanding of branding, advertisement and media strategies

## DESIRABLE COMPETENCIES <sup>1</sup>

- Able to work under high pressure
- Problem-solving skills
- Decision-making skills
- Certified training in level 6 in relevant industry

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Colleges and universities across India

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

•<https://scholarships.gov.in/>

## SAMPLE OF TRAINING AND LEARNING COURSES

[http://www.ugc.ac.in/ugc\\_notices.aspx?id=1077](http://www.ugc.ac.in/ugc_notices.aspx?id=1077)

## CAREER PROGRESSION PATH <sup>3</sup>

Helper → Intern → Junior Faculty → Senior Faculty → **Institute Head** → Movement to other occupations/industry

*The progression is indicative*

## EXPECTED EARNINGS <sup>4</sup>

•For candidates with experience – Rs 25,000 to Rs 35,000 per month

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE <sup>1</sup>

Generally, 5 years of relevant experience is required

## PROBABLE EMPLOYERS <sup>4</sup>

Beauty and wellness training institutes

## KEYWORDS

- Institute Head
- Institute In-Charge

## OCCUPATIONAL CODES AND STANDARDS

| Standard     | Code      | Description                             |
|--------------|-----------|---|
| NCO 2015     | 1120.3911 | Institute Head                          |
| ISCO 2008    | 1120      | Managing Directors and Chief Executives |
| NIC 2008     | 96020     | Hairdressing and other beauty treatment |
| QP Reference | BWS/Q0606 | Institute Head                          |
| NSQF         | Level 7   | Not available                           |

## REFERENCES

|   |   |
|---|---|
| 1 | <a href="http://www.nsdcindia.org/sites/default/files/files/Institute_headv2.pdf">http://www.nsdcindia.org/sites/default/files/files/Institute_headv2.pdf</a>   |
| 2 | <a href="http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew">http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew</a>                                 |
| 3 | <a href="http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-1.pdf">http://dget.nic.in/upload/uploadfiles/files/publication/Des-Div-1.pdf</a>   |
| 4 | <a href="https://www.indeed.co.in/cmp/Zuri-Academy/jobs/Centre-Head-673a01234f235ef4?q=Beauty+Academy">https://www.indeed.co.in/cmp/Zuri-Academy/jobs/Centre-Head-673a01234f235ef4?q=Beauty+Academy</a> |