



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Job Description
Accounting Technician Instructor

Nature of Post

Permanent full-time position 37 hours per week

Location

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Kerry ETB Training Centre, Monavalley, Tralee.

Reporting/Accountability Relationship

The Instructor reports to the Assistant Training Centre Manager.

Function of Job

To deliver professional training for all aspects of the Accounting Technician Ireland programme in accordance with the relevant syllabus. The newly appointed instructor will contribute to positioning Kerry ETB Training Centre for future engagement with the Accounting Technicians Ireland Apprenticeship.

Duties and Responsibilities

- Instruct the Trainees in all aspects of the Accounting Technician qualification.
- Position Kerry ETB Training Centre to offer the Accounting Technician Apprenticeship within a 12 month period.
- Building, enhancing and promoting the Accounting Technician Apprenticeship to industry in Kerry.



- Prepare lesson plans, course notes, presentational material and handouts as appropriate
- Schedule, conduct, correct and mark assessment/tests in accordance with the relevant assessment programmes and carry out associated administrative tasks
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedure
- Maintain prescribed course records
- Supervise trainees/apprentices and ensure that correct, quality standards and safety procedures are observed
- Supervise trainees/apprentices in respect of their timekeeping, attendance, behaviour and application
- Prepare and issue progress reports to the employer in respect of trainee/apprenticeship
- Ensure adequate security equipment and materials located utilised in for course delivery.
- Plan and ensure the timely delivery of all course material
- Raise requests for the purchase and supply of course material and non-capital tools and equipment
- Ensure that course materials are used in an economical and cost effective manner
- Use new technology as appropriate to assist in delivering and administering training
- Contribute the development and delivery of related courses.
- Undertake such other duties as may be assigned from time to time



PERSON SPECIFICATION

Job Title: Instructor – APPRENTICESHIP

	ESSENTIAL	DESIRABLE
MOTIVATION: Knowledge of Post / Organisation Personal Motivation Work-related Achievements.	Have knowledge of the national developments relating to apprenticeship, learning and qualifications Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification Proven record of achievement	Have knowledge of modern training methods. Ability to work as part of a team. Previous training experience.
WORK EXPERIENCE Specify particular experience/skills required.	5 years post qualification experience in the relevant occupation/trade. Knowledge of current Health & Safety legislation within the industry.	Good Industrial experience. Instructing experience with a level 6 (national diploma) or higher, education and training qualification.
COMMUNICATIONS INTERPERSONAL SKILLS: Verbal/presentation skills Administrative, record maintenance and assessment skills Special requirements Disposition	Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner. Experienced in work related administrative skills (e.g. estimating, ordering materials, quality systems) Having the necessary coping skills to deal with conflict, motivational & disciplinary problems associated with training. The candidate will understand the totality of the job and be prepared for any unforeseen situations that may arise.	To display experience in using these skills Some experience in administrative skills Have worked with groups where interdependency was necessary.



<p>EDUCATION:</p> <p>General Technical Qualifications / Training</p>	<p>A good standard of general education. Senior Trade Certificate/National Craft Certificate/FETAC Advanced Certificate or equivalent.</p> <p>Technical training to a standard that will allow the candidate to be competent in teaching all theoretical & practical aspects of the course.</p>	<p>Accounting Technician Ireland National Qualification</p>
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