



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD**

**Job Description**

Title:	Instructor – CAD
Grade:	Career Grade
Reporting To:	Assistant Manager
Division:	Monavalley Campus
Function of Job:	To deliver professional training for all aspects CAD related training provision to the prescribed standards and in accordance with the relevant syllabus.

**Duties and Responsibilities**

- Instruct the learners in all aspects of CAD related training and related courses i.e. practical skills, personal skills, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus
- 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 learners and ensure that correct, quality standards and safety procedures are observed
- Supervise learners in respect of their timekeeping, attendance, behaviour and application
- Establish and maintain links with industry for the purposes of work placement and attaining employment.
- Ensure adequate security of tools, equipment, machines and materials located in the training area
- Ensure that equipment and machines are maintained in accordance with the manufacturers recommended maintenance schedule
- Plan and ensure the timely delivery of all course material and non-capital tools and equipment
- 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

Any other duties as assigned by the manager



# IONAD OILIÚNA BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ

## KERRY ETB TRAINING CENTRE

### PERSON SPECIFICATION

**Job Title:**     **Instructor – CAD**

	ESSENTIAL	DESIRABLE
<b>MOTIVATION:</b>  Knowledge of Post / Organisation  Personal Motivation  Work-related Achievements.	Have knowledge of the national developments relating to training, 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.
<b>WORK EXPERIENCE</b> Specify particular experience/ skills required.	5 years relevant post qualification experience  Knowledge of current Health and Safety legislation within the industry.	Good Industrial/commercial experience.  Instructing experience at level 5 award or higher award.
<b>COMMUNICATIONS INTERPERSONAL SKILLS:</b> 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 role  Have worked with groups where interdependency was necessary.



<p><b>EDUCATION:</b></p> <p>General Technical Qualifications / Training</p>	<p>A good standard of general education. A level 7 related qualification (major award)</p> <p>Technical training to a standard that will allow the candidate to be competent in teaching all theoretical &amp; practical aspects of the occupation/trade, including all related theory and interpersonal skills</p>	
<p><b>CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB:</b> e.g. Travel; Car Owner; Driving Licence; Unsocial Hours; Base etc.</p>	<p>A full driving licence and prepared to travel.</p> <p>Flexible in undertaking new tasks due to ongoing change.</p>	

