



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Job Description

Title: Cover Instructor

Reporting To: Assistant Manager

Division: Kerry College Monavalley Campus

Function of Job: To instruct Learners/Apprentices in all aspects of the prescribed syllabus to the highest standard and in accordance with Quality Assurance systems.

Duties and Responsibilities

- Instruct Learners/Apprentices in all aspects of the course i.e. practical skills, personal skills, scientific skills and all related knowledge to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, overheads and handouts as appropriate.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments programme and carry out administrative tasks.
- Maintain prescribed course records.
- Supervise Learners/Apprentices and ensure that correct methods, quality standards and safety procedures are observed.
- Supervise Learners/Apprentices in respect of their timekeeping, attendance, behaviour and application.
- Prepare and issue progress reports to the employer in respect of each Apprentice where applicable.
- Ensure adequate security of equipment and materials located in the training area.



- Ensure that equipment and materials are maintained in accordance with the manufacturers recommended maintenance schedule.
- Plan and ensure the timely delivery of all course materials and non-capital equipment.
- Raise Request for Purchase for the supply of course material and non-capital 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, which may be specified from time to time.



PERSON SPECIFICATION

Core Competencies Required:

Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role. See attached PDF Document.

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	ESSENTIAL	DESIRABLE
MOTIVATION: 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.
WORK EXPERIENCE Specify particular experience/ skills required.	3 years post qualification experience over a broad range of activity. Instructor experience. Knowledge of current Health and Safety legislation within the industry.	Good Industrial/commercial experience.
COMMUNICATIONS INTERPERSONAL SKILLS: Verbal/presentation skills Administrative, record maintenance and assessment skills Special requirements	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	To display experience in using these skills Some experience in administrative role Have worked with groups where interdependency was necessary.



Disposition	<p>& disciplinary problems associated with training.</p> <p>The candidate will understand the totality of the job and be prepared for any unforeseen situations that may arise.</p>	
<p>EDUCATION:</p> <p>General Technical Qualifications / Training</p>	<p>A good standard of general education.</p> <p>Apprenticeship instructors - a relevant Senior Trades qualification or National Craft Certificate or Advanced Certificate QQI Level 6 or equivalent ,</p> <p>Adult Training Programmes - a relevant qualification in the specific area</p> <p>Technical training to a standard that will allow the candidate to be competent in teaching all theoretical & practical aspects of the occupation/trade, including all related theory and interpersonal skills</p>	<p>A trainer qualification or working toward achieving a trainer qualification.</p> <p>A trainer qualification or working toward achieving a trainer qualification.</p>
<p>CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB: 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>	

