IONAD OILIÚNA BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ

KERRY ETB TRAINING CENTRE

BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION AND TRAINING BOARD

# Job Description

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| Title: | Instructor – Horticulture |
| Grade: | Career Grade |
| Reporting To: | Assistant Manager |
| Division: | Monavalley Campus |
| Function of Job: | To deliver professional training for all aspects of QQI Horticulture course at Levels 4, 5 & 6 to the prescribed standards and in accordance with the relevant syllabus. |

**Duties and Responsibilities**

- Instruct the learners in all aspects of QQI Horticulture at levels 4, 5 & 6 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

# PERSON SPECIFICIATION

**Job Title:** **Instructor –** Horticulture

| | **ESSENTIAL** | **DESIRABLE** |
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| **MOTIVATION:**<br><br>Knowledge of Post / Organisation<br><br>Personal Motivation<br><br>Work-related Achievements. | Have knowledge of the national developments relating to training, learning and qualifications<br><br>Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification<br><br>Proven record of achievement | Have knowledge of modern training methods.<br><br>Ability to work as part of a team.<br><br>Previous training experience. |
| **WORK EXPERIENCE**<br>Specify particular experience/ skills required. | 5 years post qualification experience specific the course area<br><br>Knowledge of current Health and Safety legislation within the industry. | Good Industrial/commercial experience.<br><br>Instructing experience at level 5 award or higher award. |
| **COMMUNICATIONS INTERPERSONAL SKILLS:**<br>Verbal/presentation skills<br><br>Administrative, record maintenance and assessment skills<br><br>Special requirements<br><br>Disposition | Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner.<br><br>Experienced in work related administrative skills (e.g. estimating, ordering materials, quality systems)<br><br>Having the necessary coping skills to deal with conflict, motivational & disciplinary problems associated with training.<br><br>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<br><br>Some experience in administrative role<br><br>Have worked with groups where interdependency was necessary. |

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| **EDUCATION:**<br><br>General<br>Technical<br>Qualifications / Training | A good standard of general education.<br>A level 7 related qualification (major award)<br><br>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 | |
| **CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB:**<br>e.g. Travel; Car Owner; Driving Licence;<br>Unsocial Hours; Base etc. | A full driving licence and prepared to travel.<br><br>Flexible in undertaking new tasks due to ongoing change. | |