



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

Job Description

Title:	Instructor – Apprenticeship
Grade:	10 / Career Grade
Reporting To:	Assistant Manager
Division:	Training Centre
Function of Job:	To deliver professional training for all aspects of Phase 2 of the Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus.

Duties and Responsibilities

- Instruct the apprentices in all aspects of phase 2 of the standards based apprenticeship i.e. practical skills, personal skills, relevant maths, science and drawing, 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 as per Kerry ETB QA Policy.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedure
- Maintain prescribed course records
- Supervise apprentices and ensure that correct, quality standards and safety procedures are observed
- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application



- Prepare and issue progress reports to the employer in respect of apprenticeship
- 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
- Undertake such other duties as may be assigned from time to time





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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 apprenticeship experience in the relevant occupation/trade. Knowledge of current Health & Safety legislation within the industry.	Worked in the Wind Turbine maintenance Industry and/or the Transmission Distribution (Overhead lines) Industry. Instructing experience with a level 6 (national diploma) or higher, education and training qualification. Safety representative qualification.
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 display experience in using these skills Some experience in administrative skills Have worked with



Disposition	<p>to deal with conflict, motivational & 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>	groups where interdependency was necessary.
EDUCATION: General Technical Qualifications / Training	<p>A good standard of general education.</p> <p>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 occupation/trade, including occupation/craft related science and calculations.</p>	Post National Craft Certificate level technical qualification.

