

**Evening Training / Part-Time Provision Instructor Pool**

**Job Description**

**Hours of Work:**

This is a Part time position for the specific purpose of delivery of evening training part time provision. Hours of work will be variable depending on course being delivered and may include weekends where deemed necessary and approved by relevant manager in advance. Evening Training is of short duration (circa 10 – 12 weeks). Evening Training predominantly commences 3 times per year – January, April and September.

**Reporting/Accountability Relationships**

Reporting to the relevant Campus Evening Training Manager(s)/Campus Manager/Campus Principal

**Nature of Post**

Part time for the specific purpose of evening training delivery.

**Rate of Pay**

€51.15 per hour (plus 8% annual leave payable 3 times per year)

This is a non-pensionable position.

**Areas of Responsibility**

Under general supervision, the purpose of the position is to deliver education and training to adults and part-time learners, in the evening and at weekends, through instruction in various areas.

## Duties and Responsibilities will include:

* Instruct course participants in designated area to certified standards as require;
* Ensure all learners are inducted into health and safety before they commence practical training;
* Ensure all learners adhere to health and safety requirements, particularly compliance with wearing PPE at all times;
* Ensure all learners are trained and supervised in the safe use of all equipment;
* Prepare lesson plans, course notes, presentational material, and handouts as appropriate;
* Schedule assessments in accordance with the relevant assessment programmes and carry out associated administrative tasks;
* Provide appropriate additional instruction and schedule repeat assessments in accordance with the prescribed referral procedure;
* Maintain prescribed course records;
* Supervise learners and ensure that correct methods, quality standards and safety procedures are observed;
* Supervise learners in respect of their timekeeping, attendance, behaviour, and general application of the learners to the course;
* Ensure adequate security of tools, equipment, machines, and materials located in the training area;
* Ensure machinery / equipment faults are reported to the Evening Training Manager.
* Plan and ensure the timely delivery of all course material;
* Raise requests for the purchase and supply of course material;
* 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.

**Essential Requirements**

* Relevant Technical qualification
* Extensive knowledge relevant to the area of work;
* Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification;
* Ability to deliver training modules to a wide range of learning abilities;
* Ability to assess the learner’s progress in training;
* Ability to self-assess their effectiveness in transfer of skills and knowledge to the learner;
* Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner;
* Be well motivated for delivery of training programmes;
* Possess the necessary coping skills to deal with conflict, motivational and disciplinary problems associated with training;
* Excellent oral and written communication skills;
* Ability to provide constructive feedback;
* Excellent ICT and administration skills;
* Willingness to work flexible hours outside of normal office hours and available at short notice for temporary cover
* Full clean driving licence and access to a car;

**The following would be advantageous:**

* A qualification at Level 7 on the National Framework of Qualifications or its equivalent, in relevant discipline(s) commensurate with this role would be a decided advantage;
* Previous training, instructing, or teaching experience;
* At least two years’ management/supervisory experience;
* Ability to work as part of a team;
* Good knowledge of Kerry ETB activities.

**COMPETENCIES REQUIRED**

A number of key competencies have been identified as being essential for the effective performance of the role and function of this position

These competencies are as follows:

* Specialist Knowledge, Expertise and Self Development;
* Teaching/Instructing/Training ability;
* Specific capacity to contribute to the overall needs of the Further Education and Training Services;
* Management and Delivery of Results;
* Professional Development.