



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 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 learning.
- 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.

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	ESSENTIAL	DESIRABLE
<p>MOTIVATION:</p> <p>Knowledge of Post / Organisation</p> <p>Personal Motivation</p> <p>Work-related Achievements.</p>	<p>Have knowledge of the national developments relating to modern delivery methods, learning and qualifications</p> <p>Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification</p> <p>Proven record of achievement</p>	<p>Have knowledge of modern delivery methods.</p> <p>Ability to work as part of a team.</p> <p>Previous experience.</p>
<p>WORK EXPERIENCE</p> <p>Specify particular experience/ skills required.</p>	<p>Post qualification experience over a broad range of activity.</p> <p>Instructor experience.</p> <p>Knowledge of current Health and Safety legislation within the industry.</p>	<p>Good Industrial/commercial experience.</p>
<p>COMMUNICATIONS INTERPERSONAL SKILLS:</p> <p>Verbal/presentation skills</p> <p>Administrative, record maintenance and assessment skills</p> <p>Special requirements</p>	<p>Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner.</p> <p>Experienced in work related administrative skills (e.g. estimating, ordering materials, quality systems)</p> <p>Having the necessary coping skills to deal with conflict, motivational</p>	<p>To display experience in using these skills</p> <p>Some experience in administrative role</p> <p>Have worked with groups where interdependency was necessary.</p>



Disposition	<p>& disciplinary problems associated with delivery.</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 / Delivery</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>A relevant qualification in the specific area</p> <p>Technical training to a standard that will allow the candidate to be competent in instructing 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 relevant qualification or working toward achieving a relevant 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>	

