

# JOB DESCRIPTION

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| **Competition Title:** | Apprenticeship Instructor – Electrical |
| **Grade :** | Career Grade |
| **Reporting To:** | Assistant Training Manager |
| **Tenure:** | Permanent |
| **Location:** | Waterford Training Services |
| **Applications to:** | By email to vacancies@wwetb.ie |
| **Competition Profile** | This is an open competition |

**Summary of position**

The purpose of this post is to deliver to the apprentices all aspects of Phase 2 Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus.

# Essential Requirements

* National Craft Certificate in relevant Trade
* Practical and Theoretical Qualifications
* Five years relevant post qualification experience in industry
* A knowledge of the Standards Based Apprenticeship system.
* Record of Achievement in own career
* Capable of assessing learners progress while in training
* Ability to deliver training modules to a wide range of learning abilities
* Excellent attention to detail with good organisational skills and the ability to organise and maintain an orderly workshop and learning environment
* Good verbal and presentation skills

# Main Duties

* Instruct the apprentices in all aspects of Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, maths, science, drawing, related knowledge and hazards, 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 administration tasks.
* Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeats procedure.
* Maintain prescribed course records.
* Supervise apprentices and ensure that correct methods, quality standards, health & 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 each apprentice.
* 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 materials and non-capital tools and equipment.
* Raise Requests for Purchase for the 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 duties as may be assigned from time to time.
* Undertake continuing professional development (CPD) as required

**Salary**

The entry point for the Instructor is to be determined by qualification(s) and experience. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://wwetb.ie/about/organisation/human-resources/pay/> for current salary scale.

**Particulars of the Position**

The post is whole time, permanent and pensionable.

**Application Form**

Applications must be made on the official Instructor Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be assessed via: [https://wwetb.ie/about/organisation/human-resources/vacancies](https://wwetb.ie/about/organisation/human-resources/vacancies/)

**Shortlisting**

WWETB is an equal opportunities employer. WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled. *It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.* The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level. Canvassing will automatically disqualify.

**Interview**

WWETB’s Core Values of Respect, Accountability, Learner Focus, Quality and Sustainability are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. A trade test will also be a requirement of this role.

**Person Specification**

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|  | ***Essential*** | ***Desirable*** |
| **MOTIVATION**  Knowledge of Post/Organisation  Personal Motivation  Work-related Achievements | * A knowledge of the Standards Based Apprenticeship system. * Have knowledge of the national developments relating to modern delivery methods, 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. * Excellent attention to detail with good organisational skills and the ability to organise and maintain an orderly workshop and learning environment. | * Have knowledge of modern training delivery methods. * Good knowledge of ETB/Training Services activities, its aims and objectives. |
| **WORK EXPERIENCE**  Specify particular  experience/ skills required. | * Five years relevant post qualification experience in industry * Knowledge of current Health and Safety legislation within the industry. * Practical and Theoretical Qualifications | * Supervisory or Instructing Experience * Understanding of Programme Planning and Delivery * 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  Disposition | * Good verbal and presentation skills, articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner. * Having the necessary coping skills to deal with conflict * Ability to deliver training modules to a wide range of learning abilities * An ability to assess apprentices’ progress in training and give feedback to the apprentice on their progress. * Experienced in work related administrative skills (e.g. estimating, ordering materials, quality systems) * Have worked with groups where interdependency and teamworking was necessary. * A clear understanding of the totality of the post and the need to be prepared for unforeseen situations that may arise. | * Disposition & disciplinary problems associated with delivery. |
| **EDUCATION:**  General  Technical  Qualifications / Delivery | * Leaving Certificate Standard/Equivalent * Advanced Certificate in Craft/ National Craft Certificate or equivalent in relevant trade. * Practical and Theoretical Qualifications * IT Skills | * A trainer qualification or working toward achieving a trainer qualification. |
| **CIRCUMSTANCES/**  **SPECIAL REQUIREMENTS**  **FOR THIS JOB**:  e.g. Travel; Car Owner;  Driving Licence;  Unsocial Hours;  Base etc. | * A full driving licence and prepared to travel. * Flexible in undertaking new tasks due to ongoing change. |  |