



Apprenticeship Instructor – Metal Fabrication

Nature of Post

As specified on advertisement.

The ideal candidate will be a self-starter with a record of achievement in their career to date. The successful candidate will be committed to the development of apprenticeships and have an excellent awareness of Standards Based Apprenticeships. A panel of successful candidates may be formed from which future vacancies in this role may be filled.

Salary scale

Salary for the post starts at €44,192 - €70,036 including 2nd long service increment. Salary scale and entry point on this scale will be determined in accordance with Circulars issued by the Department of Education and Skills. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Location

Appointment is to Louth and Meath Education and Training Board Scheme.

Reporting/Accountability

The Apprenticeship Instructor Reports to the Assistant Training Manager.

ELIGIBILITY CRITERIA

Citizenship Requirement

Citizenship Requirement: Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Health and Character

Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Essential Criteria

Candidates must have the following by the closing date for receipt of applications:

- National Craft Certificate or Senior Trade Certificate in relevant Trade
- Five years' relevant post qualification experience in industry
- A knowledge of the Standards Based Apprenticeship system.

Desirable Criteria

- Record of achievement in own career.
- Excellent attention to detail with good organisational skills and maintain an orderly workshop and learning environment
- Clear and effective written and verbal communication skills.
- Ability to organise and maintain an orderly workshop and learning environment.
- Supervisory/teaching or coaching experience
- Recognised training qualification.
- Knowledge of the Standards Based Apprenticeship system.
- Ability to engage with learners and assess learner progress while in training.
- Good verbal and presentation skills.
- Ability to deliver training modules to a wide range of learning abilities.
- Leadership qualities and skills.
- Knowledge of the Standards Based Apprenticeship system.

DUTIES/RESPONSIBILITIES

- Instruct the apprentices in all aspects of Metal Fabrication Phase 2 of the Standards Based Apprenticeship i.e., practical skills, personal skills, maths, science, drawing, 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, mark repeat assessments in accordance with the prescribed repeats procedure.
- Maintain prescribed course records.
- Supervise apprentices and ensure that correct methods, 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 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.
- Act as subject matter expert when required and support any programme reviews with external bodies.
- Undertake other duties, which may be specified and assigned from time to time.
- Undertake continuing professional development (CPD) as required.

APPLICATION AND SELECTION PROCESS

Completed application forms should be submitted online through <https://careers.lmetb.ie>.

Offers and placement on panel are subject to providing evidence of National Craft Certificate or Senior Trade Certificate and the successful completion of Trades Test.

Closing Date:

Closing date as per <https://careers.lmetb.ie>. Applications will not be accepted after this date. Shortlisting may apply.

**LATE APPLICATIONS WILL NOT BE ACCEPTED
CV's WILL NOT BE CONSIDERED**

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

LMETB IS AN EQUAL OPPORTUNITIES EMPLOYER

**Martin G O'Brien
Chief Executive LMETB**