



## Apprenticeship Instructor – Electrical

### Nature of Post

Permanent position

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 €44,942 - €71,086 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. The successful applicant will be based initially in Drogheda, Co. Louth.

### ELIGIBILITY CRITERIA

#### Citizenship Requirement

Eligible candidates must be: (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or (b) A citizen of the United Kingdom (UK); or (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa. To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

#### 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:

- Leaving Certificate or equivalent
- Senior Trade Certificate or National Craft Certificate
- Five years relevant post apprenticeship experience
- Knowledge of current Health and Safety legislation within the industry

#### Desirable Criteria

- Recognised training qualification
- Supervisory/teaching or coaching experience
- Clear and effective written and verbal communication skills
- Ability to engage with learners
- Leadership qualities and skills

#### **DUTIES/RESPONSIBILITIES:**

- Instruct the apprentices in all aspects of Electrical 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 programme, and carry out administrative tasks.
- 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.
- 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

#### **APPLICATION AND SELECTION PROCESS**

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

#### **Notes:**

Please note that it is the responsibility of the applicant to ensure that all applications are received on time.

Any technical difficulties encountered by the sender when submitting applications are not the responsibility of LMETB. Therefore, candidates are strongly advised to submit applications well before the closing date and time. Applications must be submitted online through <https://careers.lmetb.ie>. Applications will not be accepted after the date and time specified. 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**



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