

Galway & Roscommon Education & Training Board: Temporary Cover Instructor, Phase 2 Apprenticeship Metal Fabrication (<https://www.activelink.ie/node/113108>)



Job Title: Temporary Cover Instructor, Phase 2 Apprenticeship Metal Fabrication

Reporting To: Assistant Manager

Section: GRET Training Centre

Hourly Rate: €30.00 per hour

Function of Job

To deliver professional training for all aspects of Metal Fabrication Phase 2 Standard Based Apprenticeship in accordance with the relevant syllabus and current standards.

Duties & Responsibilities

- Instruct participants in Instruct the apprentices in all aspects of phase 2 of the standards-based apprenticeship trade i.e. practical skills, personal skills, relevant maths, science and drawing, related knowledge, hazards and health & Safety awareness, to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, presentational material and handouts as appropriate.
- Schedule, conduct, correct and mark assessment/tests in accordance with the relevant assessment programmes and carry out associated administrative tasks.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedure.
- Maintain prescribed course records.
- Supervise participants and ensure that correct methods, quality standards and safety procedures are observed.
- Supervise participants in respect of their timekeeping, attendance, behaviour and general application of the participants to the course.
- Prepare and issue progress reports to the employer in respect of participant.
- 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 material and non-capital tools and equipment.
- Raise requests for the purchase and 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 other duties, including other instructing requests as may be assigned from time to time.
- This list is not an exhaustive list and you may be required to take on other task and duties for the proper and effective performance of your role.

Essential Requirements

The following are essential requirements for appointment to the post:

- Senior Trade Certificate/National Craft Certificate/FETAC Advanced Certificate or equivalent in the relevant trade.
- 3 years post apprenticeship experience in the relevant occupation/trade.
- Knowledge of current Health & Safety legislation within the industry.
- Good knowledge of the Standards Based Apprenticeship System and have knowledge of the national developments relating to apprenticeship, learning and qualifications.
- Experienced in work related administrative skills (e.g. estimating, ordering materials, quality systems)
- Technical training to a standard that will allow the candidate to be competent in teaching all theoretical & practical aspects of the occupation/trade, including occupation/craft related drawing, science and calculations.

Available to provide Instructor cover/technical assistance as required.

Desirable Requirements

The following would be advantageous:

- Post National Craft Certificate Level Technical Qualification.
- Train the Trainer Qualification or its equivalent.
- Experience in Teaching/Instructing/Training.
- Qualification in Health and Safety.
- Knowledge of current Health and Safety legislation within the industry.
- Good knowledge of GRETB activities.
- Have a knowledge of modern training methods.
- Ability to work as part of a team.
- Having the necessary coping skills to deal with conflict, motivational and disciplinary problems associated with training.
- Ability to assess the learner's progress in training. Ability to assess their effectiveness in passing on skills and knowledge to the learner.

Competencies

The person appointed to the above post will be require to show evidence of the following competencies:

- 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.

Application Process/Apply for the position:

All particulars of post and online application process can be found on the GRETB website:

<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6411?source=1>
 (<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6411?source=1>)

Closing Date: 20/01/2025 12:00 PM

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Shortlisting of applicants may apply. Late applications will not be considered.

Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

Galway & Roscommon ETB is an equal opportunities employer. Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.

Region

Mervue, Galway

Date Entered/Updated

14th Jan, 2025

Expiry Date

20th Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/education-training/113108-galway-roscommon-education-training-board-temporary-cover-instructor-phase-2-apprenticeship-metal-fabrication>